

## Appendix D- Practicum Student/Cooperating Teacher Agreement

Practicum Student / CT Agreement



| Introduction (Please Print) |  |
|-----------------------------|--|
| Pre-professional            |  |
| School Name                 |  |
| Grade/Setting               |  |
| Cooperating Teacher         |  |
| Cooperating Teacher's Email |  |

**After reviewing all Practicum policies and guidelines the Pre-professional and Cooperating Teacher must complete this form. The form must be submitted in LiveText.**

1. I am required to attend my Practicum placement for a minimum of one full instructional day per week (teacher work hours) for eight weeks. The teacher's work hours are from \_\_\_\_\_ to \_\_\_\_\_.
2. I am required to inform my Cooperating Teacher in advance of any absence. All absences must be made up.
3. I must dress in business casual attire on a daily basis (no jeans, sandals/flip flops, t-shirts, or casual attire). If observed wearing inappropriate attire, I will be asked to leave the Practicum site and must make-up the entire day.
4. It is my responsibility to contact the appropriate observer(s) with optional days/times for an observation before the due date(s) outlined in the course syllabus. These days/times must be pre-approved by my Cooperating Teacher.
5. I am required to utilize instructional technology during each of my lesson plans. If my assigned classroom is not equipped with this technology, I will seek the assistance of my Cooperating Teacher, the school's Field Experience Coordinator, and/or the school's Technology Specialist to make sure that I have access to these materials.
6. I am required to design learning experiences that incorporate a variety of authentic projects designed to assist diverse students in expanding creative thinking abilities. Authentic projects include hands-on activities, labs, and/or the use of manipulatives.
7. At all times, I am to follow the Code of Ethics of the Education Profession in Florida. If I am observed not following these guidelines, my Cooperating Teacher will contact the Coordinator of Clinical Education to set up a conference and appropriate actions will ensue.
8. I am required to submit my Practicum Attendance Log in LiveText, according to the schedule outlined in the course syllabus.

**Signatures:**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
Pre-professional

(My signature represents that I have reviewed this document with my Cooperating Teacher and that I will be held accountable for the items listed above and the requirements in the TEP Handbook).

\_\_\_\_\_ **Date:** \_\_\_\_\_  
Cooperating Teacher

My signature only represents that I have reviewed this document with the student.