Placement Guidelines for Student Teachers

1) **ALL ASSIGNMENTS ARE CONTINGENT ON THE FOLLOWING:**
   A. *Current IVP Fingerprint Clearance* – Student teachers should keep the card on them at all times on school campuses, and a photocopy is kept on file in the Office of Field Experiences.
   B. *Coursework Completion* – All required degree coursework must be completed (or transferred to the UA) with a minimum 3.0 GPA by the final exam date of the semester prior to the student teacher’s start date (please note: there are no Winter Session classes allowed prior to Spring placements and no Summer Session II classes allowed prior for Fall placements). Students must pass all major coursework with a C or higher grade.
   C. *Signed Agreement Form (see next page)* – to be signed by you, the cooperating teacher, and the principal (if the placement includes more than one school site, only the primary administrator needs to sign).
      I. Once you are assigned a cooperating teacher, call or email within two days to arrange a time as soon as possible to meet with the cooperating teacher and observe him/her teach as soon as possible. If necessary, you might need to arrange additional observations/meetings.
      II. Meet the principal.
      III. If the cooperating teacher and principal agree to the placement, the “Student Teaching Agreement Form” (next page) must be signed by the cooperating teacher, principal, and student teacher.
      IV. **The student teacher must return the completed Agreement Form to the Office of Field Experience mailbox in Music Building, room 109, by the deadline printed on the Agreement Form.** If the teacher or principal do not sign and/or do not agree to the placement, Dr. Nolan must be notified prior to the deadline.
   D. *Completed Student Teacher Clearance Forms (only for TUSD and Sahuarita District placements)* – This form needs to be completed for those assigned to student teach in TUSD or Sahuarita School District. TUSD’s can be found at: [http://goo.gl/forms/9JUlQ7KvZA](http://goo.gl/forms/9JUlQ7KvZA). Sahuarita’s is a paper form that must be filled out, printed, and submitted with your Agreement Form; Sahuarita’s form is found at: [http://cfa.arizona.edu/?cfa-download=1389](http://cfa.arizona.edu/?cfa-download=1389).

2) **STUDENT TEACHER GUIDEBOOK**
   Students are required to read the current “Student Teacher Guidebook” prior to student teaching. The handbook can be found online at [http://cfa.arizona.edu/students/office-of-field-experience/](http://cfa.arizona.edu/students/office-of-field-experience/).

3) **START DATE AND SCHEDULE REQUIREMENTS AT YOUR SCHOOL SITE**
   Students are expected to begin student teaching at their respective school sites on the day their cooperating teachers are contracted to start, which is usually BEFORE University classes begin. Your schedule is the same as the required hours of the cooperating teacher, and student teachers are expected to attend faculty meetings and school events the cooperating teacher is expected to attend.

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[http://cfa.arizona.edu/students/office-of-field-experience/](http://cfa.arizona.edu/students/office-of-field-experience/)
TEACHER CANDIDATE PLACEMENT AGREEMENT FORM

Completed by STUDENT TEACHER

Name: ____________________________________________________________

Content Area(s): ______________________________________ Grade Level(s) Assigned: ________________

Cooperating Teacher: __________________________________________________

School Name(s): __________________________________________________

School District: __________________________________________________

By signing below, I acknowledge the following:
I accept responsibility for reading and abiding by all information/procedures listed in the Student Teacher Guidebook. I understand attendance for student teachers at all student teaching seminars and Office of Field Experience conferences is MANDATORY.

Start Date for contracted teachers next semester for your school (date when contracted teachers are required to start reporting to work for the semester): __________

If all parties agree to the above student teaching placement, please sign below.

__________________________________________ ______________
Student Teacher Signature Date

__________________________________________ ______________
Cooperating Teacher Signature Date

__________________________________________ ______________
School Principal/VP/Administrator Signature Date

Paperwork Drop-off Hours are M-F 8am-5pm in Room MUS 109.