Student Teaching Responsibilities Contract
As I begin my field experience, I understand the importance of using every opportunity to make my student teaching a constructive learning moment. I am committed to maintaining a professional demeanor in doing so. The following responsibilities constitute the minimum criteria necessary for a successful placement and are key components in my final evaluation. Therefore, I agree to:

• Read the student teaching handbook and know its content.
• Submit my Student Teaching Health Assessment Form prior to beginning my placement.
• Follow the calendar for student teaching provided by the Office of Clinical Studies, i.e. to start and end on the dates indicated in the calendar and to follow the NYC Public Schools calendar in between. Any variation to the calendar must be approved by my cooperating teacher, supervisor and faculty advisor.
• Report allegations of child abuse, misconduct or student harassment promptly.
• Exchange phone numbers and e-mail addresses with my cooperating teacher and supervisor as soon as my placement is confirmed.
• Confer regularly with my cooperating teacher and university supervisor regarding professional concerns, interests, questions, or problems.
• Be professional in my relationship with the teaching community by being mindful and respectful of the school's rules and regulations, of appropriate dress code and appearance, and of the importance of punctuality and promptness in appointments and assignments
• Become acquainted with the existing curriculum and materials.
• Strive to implement the methods and strategies I have learned in my courses.
• Write lesson plans for all lessons I teach and make them available to my supervisor and my cooperating teacher.
• Make regular entries in my student-teaching journal and submit them in a timely fashion.
• Make every effort to become involved in school life through such means as attending faculty meetings, parent conferences and after-school activities.
• Participate in professional development days with the school faculty.
• Familiarize myself with the community in which the students live, as well as the neighborhood of the cooperating school.
• Take initiative for assuming increasing teaching responsibilities appropriate to the expectations of my program and level of study.
Three-Way Conference

- Please list all specific roles and responsibilities of the student teacher in the classroom and in the school:

- Please list any specific dates or time frames when the student teacher will assume specific roles (e.g. when the ST will engage in small-group instruction, when the ST will take over the class, etc.)

I have read and understand the requirements stipulated in this contract and discussed at the three-way conference.

Student’s Name __________________________ Date________________

Student Signature __________________________ CT Signature________________________

University Supervisor Signature__________________________

Updated: 9-14-11