

Confirmation of Practicum Responsibilities for Practicum Student and Mentor Teacher
Department of Early Childhood and Special Education
Valdosta State University

Semester/Year _____ School _____ Grade level _____

Practicum Student

I understand and accept the following responsibilities. As the practicum student, I must:

- complete the *Contact Information for Practicum* form as a Word document and give a printed copy of it to the practicum instructor, university supervisor, and mentor teacher;
- adhere to the agreed upon schedule for arrival, departure, duties, and meetings, as determined by the practicum instructor and mentor teacher; inform university supervisor of changes to the schedule;
- maintain a professional role with the university supervisor, practicum instructor, mentor teacher, school personnel, and children;
- complete all assigned tasks, including planning and teaching lessons, on time and with quality;
- have all contextual factors and lesson plans approved and signed by the mentor teacher at least 2 days prior to their implementation;
- solicit and accept feedback from the mentor teacher and peer-observer regarding lesson plans and teaching;
- solicit and accept feedback from the university supervisor regarding lesson plans and teaching;
- observe and give feedback on the *COE Observation Instrument* during a peer observation of a lesson; enter this into LiveText;
- reflect regularly on professional performance and discuss these reflections with supervisors;
- complete *Teacher Candidate Self-Evaluation of Dispositions* in LiveText; and
- complete all LiveText requirements as posted on the departmental website at: <http://www.valdosta.edu/coe/ecre/StudentInformation.shtml>.

Practicum Student _____ **Date** _____

Mentor Teacher

I understand and accept the following responsibilities. As the mentor teacher, I must:

- give mentor teacher information for the *Contact Information for Practicum* form to the practicum students;
- provide the practicum student with curriculum materials and information on children as needed;
- establish expectations regarding teaching schedule, classroom management, and lesson plans;
- approve and sign all contextual factors and lesson plans at least 2 days prior to their implementation; students may not teach without plans;
- provide specific feedback on the progress of the practicum student to the student and VSU;
- complete the *COE Observation Instrument* form for two observed lessons;
- document and sign the practicum student's hours on the time sheet provided;
- complete the form, *Program Disposition Evaluation by Mentor Teacher of Teacher Candidate*, and give it to the student to submit; and
- complete, share with, and give to the practicum student the *Final Evaluation of Practicum Student*.

Mentor Teacher _____ **Date** _____