***Confirmation of Practicum Responsibilities for Practicum Student and Mentor Teacher – PS 3***

***Department of Initial Teacher Preparation Services, Valdosta State University***

**Semester/Year** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **School \_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Grade level** \_\_\_\_\_\_\_\_

**Practicum Student**

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

* 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;
* adhere to the professional educator role as defined by the Georgia Professional Standards Commission: *The Code of Ethics for Educators*;
* give a copy of this *Practicum Handbook* to the mentor teacher;
* refer to this *Practicum Handbook* for tasks to be completed;
* complete and submit on time all assigned tasks;
* report to the practicum school on the scheduled days including the full weeks of practicum;
* be in the school each day for the hours scheduled;
* plan to attend all required days in the field;
* keep an accurate time sheet in the classroom and sign daily; have the mentor teacher initial the time sheet daily;
* plan to make up any days missed by making prearrangements with the mentor teacher and university supervisor;
* have all lesson plans approved and signed by the mentor teacher at least 2 days prior to their implementation, and solicit and accept feedback from the mentor teacher;
* solicit and accept feedback from the university supervisor regarding lesson plans and teaching;
* schedule one (1) formal full lesson observation to be completed by the university supervisorusing the *CAPS Performance Standards AND dispositions* form;
* schedule one (1) formal lesson full peer observation in which peer observes one full lesson and completes *CAPS Performance Standards AND dispositions* form;
* video one (1) formal full lesson for self-assessment after obtaining the Permission Form for Videotaping for each student from parents/guardians and complete *CAPS Performance Standards AND dispositions* form;
* schedule two (2) formal full lesson observations to be completed by the mentor teacher using the *CAPS Performance Standards AND dispositions* form; provide the forms to the mentor teacher;
* reflect regularly on professional performance and discuss these reflections with university supervisor;
* complete *Teacher Candidate Self-Evaluation of Dispositions* in LiveText; print a copy from LiveText to submit with documentation;
* complete the *Field Experience Formative Feedback FL3a* and *Lesson Analysis and Reflection EDL3a* as instructed by the university supervisor;
* complete all LiveText requirements assigned by the department; and
* complete all ECE/ECSE program field experience requirements and submit required documentation.

***Practicum Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Mentor Teacher**

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

* receive a copy of this *Practicum Handbook* from the practicum student to use as a resource;
* give mentor teacher information for the *Contact Information for Practicum* form to the practicum student;
* sign the practicum student’s time sheet daily;
* provide the practicum student with curriculum materials and information on children as needed;
* consult with the practicum student to plan for active participation in the classroom and to complete *Weekly Classroom Plan Overview* (as required by university supervisor);
* establish expectations regarding teaching schedule, classroom management, and lesson plans;
* approve, sign, and date all lesson plans at least **2 days prior** to their implementation (practicum students may not teach VSU required lessons without lesson plans and approval of the mentor teacher);
* observe two (2) formal full lessons taught by the practicum student, using the *CAPS Performance Standards AND dispositions* form and give written feedback about the observations;
* provide written and verbal feedback on the progress of the practicum student to the student and VSU supervisors/instructors;
* document and sign the practicum student’s hours on the time sheet provided;
* complete the form, *Program Dispositions Evaluation by Mentor Teacher of Teacher Candidate*, and give it to the practicum student to submit; and
* complete, share with, and give to the practicum student the *Final Evaluation of Practicum Student by the Mentor Teacher* form.

***Mentor Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***