



Student Teaching Attendance Contract

MSSU Teacher Education

During completion of the culminating semester, candidates are required to abide by both the university and placement district's academic calendars. Candidates will attend their placement according to the cooperating district's calendar regarding holidays, professional development days, and extended breaks, such as spring break. Candidates will report to their cooperating classroom when cooperating teachers report for duty. Candidates will simultaneously meet the attendance expectations of an MSSU Teacher Education student by attending scheduled seminars and approved department events, such as the Professional Semester Orientation and MSSU Teacher Education Career Fair. For graduation and certification recommendation, candidates must complete a continuous placement of 16 weeks in their cooperating schools. Candidates may miss portions of the school day to attend a job interview or complete a certification test. It is the expectation that candidates are only absent the amount of time it requires to participate in these tasks. Partial absences for these two reasons are not deducted from the allotted personal days a candidate receives during the culminating semester (see below).

Upon acceptance of placement for student teaching, the candidate agrees to the conditions and expectations of an employee of his/her district/school, including arrival and dismissal times of contracted teachers. Candidates are encouraged to participate in additional opportunities outside of school hours, including but not limited to, parent-teacher conferences, family events, tutoring, rehearsals, and athletic events. Student teaching is a full-time commitment and limits the availability to maintain secondary employment. It is strongly recommended by MSSU Teacher Education that candidates do not work outside of their placement, as student teaching requires a great deal of effort, energy, and flexibility. If a candidate chooses to hold a second job during his/her culminating semester, it cannot be at the expense of required duties of the culminating semester. Candidates are not allowed to adjust their arrival/dismissal times to accommodate a second work schedule.

Candidates are allotted the equivalent of five (5) full personal days from their placement (in addition to building and/or district PD days) during the culminating semester. These days should be used sparingly, and ideally, only when the candidate is physically unable to attend his/her placement that day. Granting of personal days will only be made upon notification of the cooperating teacher and university supervisor. In all cases, candidates are required, as any professional would be, to provide adequate notice and thorough substitute plans in their absence. Upon the fifth (5th) candidate absence, the cooperating teacher and/or university supervisor will contact the Director of Clinical Field Experiences for the Teacher Education department. Candidates will be required to meet on-campus with department administration and a professional conduct concern form will be completed. Upon the sixth (6th) absence, candidates will be required to extend their student teaching placement, regardless of the number of weeks completed in their placement thus far. A thorough review of the candidate's commitment and ability to meet program expectations will be conducted by department administration and/or the Admissions & Retention Committee at this time. Failure to meet department/program expectations may result in the removal of a candidate from the MSSU Teacher Education program.

I, as the representative of my respective role, understand and agree to the terms above.

Teacher Candidate _____

University Supervisor _____