MINNESOTA STATE UNIVERSITY, MANKATO
OFFICE OF FIELD & INTERNATIONAL EXPERIENCE

Armstrong Hall 119
OFIE@mnsu.edu | 507.389.1517

Student Teaching Under Contract
Teacher Candidate Agreement Form

This document MUST be word-processed.

Teacher Candidate Last Name	First Name	MI	Tech ID
Licensure Program			

Potential Student Teaching Under Contract Placement			
District Number & Name		**School**	
School Address			
Principal		**Phone**	
Mentor Teacher		**Licensure Area(s)**	
Mentor Teacher E-mail		**Mentor Teacher Phone**	
Current Assignment (age/grade, caseload makeup, setting level, etc.)			

Student teaching is a full-time experience over a consecutive period (16 weeks) in a school setting appropriate to the licensure area of concentration. Teacher candidates may be permitted to student teach under contract if that position meets the following requirements:

1. The school district has issued you a regular contract as a teacher for that position (paraprofessional, substitute teacher, or other contracts do not count). *SPED candidates should complete the SPED STUC agreement on the SPED GRAD D2L site.*
2. If the contract is not full-time, the candidate must be able to student teach with a qualified mentor teacher to fulfill the 16-week full-time requirement with a minimum of two weeks full-time assumption of classroom roles and responsibilities.
3. The setting aligns to the content and scope of Minnesota state licensure requirements and meets requirements of the Minnesota State Universities professional education program.
4. A qualified mentor teacher holding a Tier 3 or 4 MN license in the content area for this student teaching experience is identified and agrees to accept the responsibility for mentoring the teacher candidate. The ***Mentor Teacher Agreement Form*** must be signed and accompany this form.
5. The building administrator agrees to the placement. The ***Building Administrator Agreement Form*** must be signed and accompany this form.
6. The teacher candidate agrees to attend required seminars (Orientation and the Culturally Responsive Teaching seminars) and complete all assessments required for student teaching.
7. The teacher candidate makes necessary arrangements, in collaboration with the building administrator and the Office of Field and International Experience to complete student teaching for grade level experiences required for the license.

I understand and agree to the following:

- ☐ Changes in placement for any reason, including changes at my current job site that make the placement inappropriate to the student teaching experience, may result in not being able to student teach my chosen semester.
- ☐ If for any reason I cannot student teach in the intended semester, I will need to re-apply to student teach in another semester in accordance with the stated deadlines.
- ☐ I have current liability insurance coverage (personal or district) that extends through my student teaching.

My signature below indicates that I agree to follow and will complete all expectations associated with the student teaching experience.

Print Name_____ **Signature**_____ **Date** _____

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Student Teaching Under Contract
Mentor Teacher Agreement Form

This document MUST be word-processed.

This form is required for teacher candidates pursuing Initial Licensure while holding a teaching contract. The individual identified here will be considered as a mentor teacher if they meet all requirements and indicate agreement to fulfill the expectations outlined below. **Mentor teachers must hold a current Tier 3 or 4 MN teaching license in the same content area for which the teacher candidate is seeking licensure**.

Teacher Candidate Last Name	First Name	MI

Student Teaching Semester:	Candidate Licensure

Potential Student Teaching Under Contract Mentor Teacher			
Mentor Teacher		Phone	
Email Address			
Licensure Area(s)		File #	
Current Assignment (must include age/grade)			
District # & Name		School	
School Address			

- I acknowledge that I hold a current regular MN Tier 3 or 4 teaching license with at least three years in the same content area as the one this student is pursuing.
- I am currently employed as a teacher for the district listed above.
- I understand that Minnesota State University, Mankato, will hire a supervisor to conduct observations during the course of the semester. I will meet with the university supervisor to discuss expectations, requirements, and the teacher candidate's performance.
- I understand that my responsibilities as a mentor teacher will include a **minimum of 24 hours** directly supporting this teacher candidate, in which I will provide mentoring, support, and training in a variety of aspects.
- I agree to provide the candidate assistance in the completion of assessments, instructional planning/implementation, and classroom/behavior management.
- I will provide completed observations during normal school hours. Coaching and mentoring may be conducted virtually.
- I understand that I will receive a stipend of $100.00 for supporting the MSU teacher candidate and that I will either receive a stipend or have my substitute fees reimbursed for attending Pairs training.

My signature below indicates that I am willing to serve as a mentor teacher for this teacher candidate. I will assist in meeting the expectations as indicated in this agreement.

Print Name_____

Mentor Teacher Signature_____ **Date** _____

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Student Teaching Under Contract
Building Administrator Agreement Form

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This form is required for teacher candidates pursuing Initial Licensure while holding a teaching contract. This form indicates agreement by the building administrator to allow the identified teacher candidate to fulfill their student teaching experience at the site and under the conditions indicated.

Teacher Candidate Last Name	First Name	MI

Student Teaching Semester:	

Potential Student Teaching Under Contract Placement			
Principal		Phone	
Email Address			
Mentor Teacher		Phone	
Licensure Areas		File #	
District # & Name		School	
Address			

- I understand that the above-named teacher candidate will be completing their student teaching experience at this school.
- I understand that the requirements for this experience include: teaching full-time, working with students in the area of licensure listed above on a regular basis, and serving as a teacher, NOT a substitute or paraprofessional. I understand that to provide an optimal experience, the teacher candidate will be involved with planning, instructing, assessing, and report writing for students in the area of licensure, which will require access to and review of student records.
- I understand that Minnesota State University, Mankato will hire a supervisor to conduct on-site observations during the course of the semester. I will meet with the university supervisor to discuss expectations and the performance of the teacher candidate.
- I understand that I am responsible for assigning a mentor teacher with the same content license from my district to support the teacher candidate and that they are expected to have a **minimum of 24 contact hours** with the teacher candidate to provide mentoring, support and training in the variety of aspects, completion of assessments, instructional planning and implementation and classroom/behavior management. Note: The mentor teacher will receive a $100.00 stipend.
- I understand that if a content-licensed teacher within my district is not available, I will secure a mentor teacher from another district to serve the content mentor and that I will serve as the site-based mentor (Chapter Three, PELSB Rule). Note: In this case, both the mentor teacher and the administrator receive the stipend.
- I understand that the school district will support the teacher candidate so that they may complete all the requirements of student teaching. This includes:
  - Providing release time for the mentor teacher to have dedicated contact hours with the teacher candidate.
  - District payment for the sub-release for the teacher candidate to attend two required full-day **professional development seminars** Orientation and Culturally Responsive Teaching seminars.
  - Expecting that the mentor teacher will participate in observation and evaluation activities during normal school hours.
  - I understand that this teacher candidate is an employee of the school district; any redirection or correction of inappropriate behavior will fall to the school district, not MSU, Mankato faculty of university supervisors.

My signature below indicates that I agree to support my employee to complete their student teaching experience with the identified mentor teacher outlined on page one of this document and that I will assist in meeting the expectations as indicated in this agreement.

Print Name_____

Building Administrator Signature_____ **Date** _____