

**STUDENT TEACHING ATTENDANCE CONTRACT**

I have read and understand the following policy statement:

Teacher candidates are required to attend all meetings scheduled by the university and follow university policy during the student teaching experience.

Student teaching begins on the first day of MSU classes and ends on the last day of MSU classes each semester. The district may request that the student teacher begins earlier. If the student teacher begins before the first day of MSU classes, they are still required to continue student teaching until the last day of MSU classes.

While student teaching, the teacher candidate is required to follow the same schedule and attendance standards and/or school policy as the cooperating teacher to which assigned for the duration of the placement. To receive full credit for student teaching, the teacher candidate must accumulate 7-8 hours per day for 16 weeks based on the student teaching placement. In addition to responsibilities during the day, the teacher candidate will attend or participate in such after-school or evening activities as are deemed appropriate by the cooperating teacher or the administration.

If, at any time, the teacher candidate finds it necessary to be absent because of illness or an emergency, the teacher candidate must notify the cooperating teacher or principal, and the university supervisor. If a teacher candidate needs to be absent for any other reason, arrangements must be made in advance with the cooperating teacher and university supervisor.

All absences require make-up as per university supervisor’s discretion in conjunction with the teacher candidate’s program.

**Placement**

District/Building: \_\_\_\_\_

**Dates of Placement:**

From \_\_\_\_\_ to \_\_\_\_\_

**Signature of Teacher Candidate** \_\_\_\_\_

Date \_\_\_\_\_

**Signature of Cooperating Teacher** \_\_\_\_\_

Date \_\_\_\_\_

**Signature of Principal** \_\_\_\_\_

Date \_\_\_\_\_