

**Memorandum of Agreement for Clinical Field Experiences
College of Education
University of South Alabama**

The Building Principal will:

- Model the multiple leadership roles of an effective instructional leader
- Identify Cooperating Teachers
- Assist in Understanding School Organization - Arrange an orientation for interns
- Demonstrate ongoing support

The Mentor Teacher will :

- Model and encourage effective classroom instruction including:
 - Planning and Preparation
 - Effective Teaching and Learning by implementing research-based, best practice instruction in all subject areas taught
 - Effective Classroom Management and Discipline
 - Appropriate, on-going and summative Assessment and Evaluation
 - Exemplary Professional Attitudes, Ethics, and Behaviors
 - Effective Conferencing Skills
- Meet at least one hour weekly with the candidate to reflect on the candidate's progress
- Scaffold responsibility through the Gradual Release of Responsibility model
- Attend a seminar prior to intern arrival that focuses on the elements of effective mentoring including how to provide constructive feedback

The University Supervisor will:

- Communicate regularly with mentor teacher, school administrators, and University Candidate
- Regularly visit Candidates in schools
- Complete appropriate field related documentation
- Award grades in consultation with the Mentor Teacher and school administrator

The Candidates will be:

- Develop professional attitudes and effective interpersonal relationships in the school environment
- Abide by the philosophy, regulations, policies and standards of behavior and dress of the school (*Ask the teacher you are working with for information concerning these subjects*)
- Present themselves as responsible members of the school staff and fulfill all obligations in a professional manner
- Safeguard all personal and confidential information and use it only for professional purposes
- Follow the calendar and schedule of the school district
- Participate in school functions as directed by the Mentor Teacher
- In anticipation of being absent from school, notify the Mentor Teacher to obtain prior approval.
- In case of an illness or emergency requiring an absence from school, notify the Mentor Teacher as soon as possible and then notify the university supervisor
- Follow all requirements as stated in the accompanying course syllabus

Specific candidate responsibilities for clinical field experiences are detailed in the accompanying course syllabus.

Principal Signature

Date

Candidate Signature

Date

Mentor Signature

Date

Supervisor Signature

Date