**Form 1: Student Teacher**

**Statement of Understanding**

**Due Before Student Teaching Begins**

As a Student Teacher at Mansfield University, I understand there are many responsibilities I must meet in order to successfully complete student teaching and become a certified teacher in Pennsylvania. Prior to the start of student teaching, I was instructed to read the handbook guidelines concerning clearances, dispositions, student teaching placements, and student teaching qualifications, expectations, requirements, and responsibilities. On the first day of Student Teaching, an informational session is provided. Here, we were encouraged to ask questions about the information in the handbook. Through this orientation process, I understand Mansfield University’s student teaching expectations, and I am aware that student teaching is the culminating assessment in my quest to be a teacher. It is my responsibility to be proactive as I work to comply with the necessary student teaching requirements and expectations necessary to complete my education program. Failure to do so may result in immediate suspension or removal from student teaching pending an investigation and resolution of charges.

My signature below signifies that I have read the *Student Teaching Handbook* carefully and understand the content. I intend to comply with the requirements, expectations, policies, and procedures established in this handbook including the following:

* Signed *Statement of Confidentiality and Professionalism*
* Signed *Statement of Clearance Adherence and Statement of Work Understanding*
* One million dollars of professional liability insurance throughout student teaching
* MU’s recommendation to secure health insurance in case of injury or illness during student teaching
* Student Teaching responsibilities: calendar, participation, absence, dress and grooming, relationships, disputes and problems, professional communication, etc.
* Student Teaching Requirements: lesson planning, documentation (forms), reflective exercises, P12 Learning Project, STER (Danielson Evaluation), etc.
* Professional ethics and dispositions as outlined by Chapter 235 Code of Professional Practice and Conduct for Educators, MU’s affiliated school district partners (and their accompanying state laws), and MU’s Disposition Policy and governing guidelines.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Teaching Semester \_\_\_\_\_\_\_\_\_

**I intend to work during student teaching. Yes\_\_\_\_ (form 3 required) No\_\_\_\_**

Student Comments:

**Form 2: Student Teacher**

**Statement of Confidentiality and Professionalism**

**Due Before Student Teaching Begins**

As a student teacher in Mansfield University’s Teacher Education Unit, I understand I will have access to privileged and confidential information while student teaching. I agree to maintain confidentiality and professionalism in all circumstances relating to the people I meet and work with during student teaching, the children with whom I interact, the school districts with which I participate, and the information and data with which I am entrusted. This statement of confidentiality encompasses all communication tools including (but not limited to) on-line media such as email, Facebook, YouTube, Twitter, blogs, Snapchat, etc. I recognize the appropriate channels by which I can communicate concerns relating to my participation in the field. I understand that the Director of Field Experiences, my Department Chair, or education faculty/supervisors are all appropriate professional resources and will welcome my questions and concerns. Because the consequences of breaching confidentiality are potentially very costly to the individuals involved, the school district involved, and to MU’s Education Program, I understand that my failure to abide by this statement may potentially result in immediate removal from student teaching during an investigation and until there is resolution of the charge.

Student (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Statement of Clearance Adherence**

As a student teacher in Mansfield University’s Teacher Education Unit, I understand that obtaining clearances is a critical responsibility of mine, and I will adhere to the following clearance guidelines:

1. I am responsible to complete the clearance requirements as outlined by the University before entering student teaching. Without updated clearances on file in The Educational Field Experience Office, I may not student teach.

2. I am not permitted to student teach if activity of any kind shows on my clearances. In this case, I understand that it is my responsibility to work with the Director of Field Experiences to seek next steps. This may include additional interviews and Board approval.

3. I must have my original clearances with me as well as a copy for the school on the first day of student teaching. I must also have my MU identification visible (lanyard) throughout student teaching unless otherwise directed by the school.

4. I give permission for MU to share my clearances with requesting schools.

5. I understand I must communicate any change in clearances within 72 hours (to the Director of Field Experiences) of an offense or a pending offense. (Act 24)

6. I understand I will be suspended from student teaching until an investigation can be completed if concerns about my clearances surface during student teaching.

Failure to abide by this statement may result in removal from student teaching.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Form 3: Student Teacher**

**Statement of Work Understanding**

**Due Before Student Teaching Begins**

As a Mansfield University student teacher, I understand I must make student teaching my first priority during the student teaching semester. When I applied for student teaching a year in advance, Mansfield University recommended that student teachers plan their finances in order to avoid maintaining a job during student teaching. It is clear that student teaching is a very demanding semester and carries with it a significant workload and a great deal of responsibility.

I understand Mansfield University’s position on working during student teaching; however, my financial situation dictates that I must work part-time during the student teaching semester. I understand the potential consequences of my choice. If my job affects my ability to be successful and give my best effort to student teaching, I will be faced with a choice (continue student teaching or continue working). I will take responsibility for balancing my job so that it does not negatively affect student teaching. I realize that this might delay student teaching (and require additional tuition costs) until I can focus on my education without the additional work duty. *(Please direct questions or concerns to the Director of Field Experiences or the assigned University Supervisor).*

**Explain why a job must be maintained during student teaching:**

**Explain what your job responsibilities will be, including the address and phone number or your place of work:**

**Record the anticipated work schedule (include hours demanded):**

Student Teacher (Print Name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Teacher Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_