



DEPARTMENT OF EDUCATION

From: Cheryl O'Brien, Education Dept. Chair

Date: February 27, 2013

Re: Field Experience and/or Student Teaching Contracts

Thank you for agreeing to support the Teacher Education Program at Wartburg College by providing classrooms and cooperating teachers for the field experience and/or student teaching practicums. We would like to continue this arrangement with your school for the next academic year by asking you to complete the enclosed contract(s). If you typically host field experience students and student teachers, two forms are enclosed. Please complete both forms in order to meet Iowa Department of Education requirements for a written agreement and return to our office in the envelope provided.

Thank you for your attention to this matter.



Department of Education
100 Wartburg Blvd.
Waverly, IA 50677

STUDENT TEACHING AGREEMENT

An agreement between Wartburg College, Waverly, IA and New Hampton CSD, concerning the obligations of each party in a program to provide direct experience for student teachers. It is agreed the following considerations shall serve as the basis for a working agreement between the two participating institutions of this program.

WARTBURG COLLEGE AGREES TO THE FOLLOWING:

1. To assign as student teachers only those who satisfactorily complete the necessary academic and professional training program.
2. To coordinate placement of student teachers to specific supervising teachers by submitting tentative assignments to the appropriate school administrator.
3. To provide a stipend to each teacher supervising a student teacher.
4. To provide qualified college instructors from the Education Department and from the student teacher's major area of study to visit and observe in the cooperating schools and hold individual and joint conferences with student teachers and cooperating teachers.

THE COOPERATING DISTRICT/SCHOOL RESERVES THE RIGHT TO AND AGREES TO THE FOLLOWING:

1. To reserve the right to limit the number of student teachers assigned to the district and to accept and/or deny any student request to serve in the district.
2. To allow the student teacher the use of the physical resources of the school that are normally provided classroom teachers, including building, equipment, essential supplies, and library facilities that are necessary and reasonable to enable the student teacher to function as a teacher in the school setting.
3. To provide for each student teacher a qualified supervising teacher who meet the following criteria:
 - a) Iowa professional licensure
 - b) Certification in the teacher area
 - c) Three years of successful teaching experience
 - d) Recommendation of principal
 - e) Disposition, desire, and ability to work with a Wartburg College student teacher
 - f) Perform as a professional in the classroom
 - g) Encourage a professional attitude and behavior on the part of the Wartburg College student
4. To provide for each student teacher a qualified supervising teacher who shall complete the following:
 - a) Anticipate the assignment of the student teacher
 - b) Orient the assigned student teacher
 - c) Provide for a period of essential classroom observation
 - d) Permit the student teacher to assist in classroom routine
 - e) Counsel with the student teacher concerning teaching assignments
 - f) Introduce the student teacher to actual teaching by assisting, presenting demonstration, teaching part-periods, and other similar procedures
 - g) Arrange with the student teacher for him/her to teach entire units of work in which s/he will be responsible for both planning and teaching
 - h) Assign full responsibility for classroom management and the total instructional program for a reasonable period of time
 - i) Evaluate the work and ability of the student teacher including completion of an evaluation of the student's readiness for professional teaching
5. To place the student in control of groups only after s/he has demonstrated readiness and careful planning with the supervising teacher and the college supervisor.
6. To provide opportunities for student teacher to participate in a variety of outside classroom activities that are a part of the contract responsibilities of the cooperating teacher and consistent with certification requirements being pursued by student teacher.
7. To permit visitation and observation by Education Unit faculty of Wartburg College.
8. To utilize the student teacher in capacities approved by the Wartburg College Education Unit. Any changes in the original assignment of the student teachers should be discussed with the Department of Education.
9. To provide supervision of the student teacher by certified personnel at all times during the student teaching experience. The student teacher is not to be assigned as a substitute teacher.
10. To offer the student the same protection as is afforded employees of the school district through the school's liability/transportation coverage(s).

This agreement is effective for the period of August 2013 to July 2014 and may be renewed or revised annually by mutual agreement of the administrators of the concerned institutions.

WARTBURG COLLEGE

Mark L. Bierman
Vice-President of Academic Affairs

Cheryl O'Brien
Chair, Education Department

COOPERATING SCHOOL/DISTRICT

Superintendent/Administrator

Date: _____

Please retain a copy for your records