



## PRACTICUM CONTRACT

The terms of this contract are to be determined by the practicum student and cooperating teacher prior to beginning the practicum experience. The teacher candidate should complete Section A prior to the first meeting. Sections B and C should be discussed with the cooperating teacher. The practicum student should provide the cooperating teacher with a copy of the practicum handbook at their first meeting. *Information from the handbook is key for completing the contract.* Once the terms of the contract are determined, the practicum student should TYPE the contract and provide the cooperating teacher with a completed copy and a SIGNED version should be returned to RTEC faculty.

### **SECTION A:**

- Practicum Student:**
- Mentor Teacher (*first and last name*):**
- Placement School/Class:**
- Education Course:**
- Semester/Year:**
- Required Number of Hours:**
- Course Requirements (if applicable):**

### **SECTION B:**

Planned Days/Times to Complete Hours	
Anticipated End Date	
Additional Requests/Responsibilities	

### **SECTION C:**

Additionally, our initial meeting included:

- Copy of the Practicum Handbook (*HB-2*)
- Discussion of Role and Expectations of Student (*work with small groups or individual students, etc.*)
- Discussion of End of the Placement Evaluation Form\* (*Method courses- discussion of two lessons to be taught*)  
*\*A self-addressed evaluation form will be delivered via school mail*
- Sign-In and Sign-Out Procedures
- Discussion of School Policies, Confidentiality Standards, Class Rules & Routines
- Discussion of Cell Phone & Texting Policies
- Discussion of School Dress Code
- Discussion of School Calendar (*Work Days, Plan for Snow Days*)
- Creation of Absence Plan (*How should student contact teacher in the case of on unplanned absence?*)

\*Direct questions related to practicum to Vickie Hickman, RTEC Field Placement Coordinator, [vickiehickman@svu.edu](mailto:vickiehickman@svu.edu)

Mentor Teacher Signature:

Date:

Student Signature:

Date: