

## **Augusta University Teacher Candidate Guidelines For Securing a Courtesy Placement at another Cooperating University**

*Courtesy placement permissions are provided on a limited basis due to extenuating circumstances.  
There is no guarantee a courtesy placement will be approved in any given semester.*

1. The teacher candidate will discuss the possible placement with the Field Experience Coordinator. Permission or denial of the placement will be made by the Associate Dean.
2. **If the Augusta University candidate has been given permission** to try and secure the placement then it becomes the candidate's responsibility to contact a local CAEP accredited University to secure their acceptance for courtesy placement supervision. The Cooperating University enters into an agreement with the Teacher Candidate and determines their own fee (paid by the candidate directly to them) for the supervision. That agreement is solely between the Teacher Candidate and the Cooperating University who accepts the courtesy placement. The Augusta University candidate must gather all contact information from that University and pass that information along to the Augusta University Field Experience Coordinator.
3. The University Supervisor at the Cooperating University must send Augusta University an email or letter stating that they agree to supervise the Teacher Candidate.
4. **The candidate will work with the Cooperating University** to try and secure a placement in a school district in which they would like to complete their student teaching.
5. The Augusta University candidate is responsible for obtaining all the necessary information including any documents that are required from the school district to secure placement and then sharing that information with the Augusta University Field Experience Coordinator to determine if there are any liability issues or other problems and concerns that may hinder placement in that district. The candidate must gather all contact information from the local school district and pass that information along to the Field Experience Coordinator. The candidate will provide the contact within the office of the school district and the school, principal, & Clinical Teacher contact information.
6. The candidate must secure a school in their certification field to complete their student teaching under the guidance or direct instructions of the local school district and Cooperating University. The candidate must gather all contact information from that school and pass that information along to the Field Experience Coordinator. The Cooperating School's principal must send Augusta University an e-mail or letter stating that they agree to place the Teacher Candidate in their school and provide a qualified Clinical Teacher to supervise the Teacher Candidate. The Clinical Teacher must meet the following qualifications:
  - The teacher must have a current teaching certificate in the field in which the Teacher Candidate is seeking certification.
  - The teacher should have a minimum of three years' successful teaching experience.
  - The teacher must complete Clinical Teacher training as well as any other training as required by Augusta University.

7. The Local School District, Cooperating University, and Clinical Teacher must agree to the terms of supervision as outlined on the Courtesy Placement Agreement. The Candidate, Cooperating University Supervisor, and Clinical Teacher must sign the agreement in order to process the courtesy placement.
8. **If approved**, the candidate requesting a courtesy placement must complete and submit an Augusta University Student Teaching Application (located on the Teacher Education website). They must indicate at the top of that application that they are requesting a courtesy placement.
9. It is the candidate's responsibility to complete all requirements in a timely manner in order to be approved for the student teaching placement.

*\*The Augusta University Certification Officer should be notified if a candidate will be completing a Courtesy Placement at another institution.*

## **Courtesy Placement Agreement for an Augusta University Teacher Candidate at a Cooperating University**

### **Clinical Teacher:**

1. The Cooperating School's principal must send AU an e-mail or letter stating that they agree to place the Teacher Candidate in their school and provide a qualified Clinical Teacher to supervise the Teacher Candidate.
2. ***The Clinical Teacher must meet the following requirements in order to supervise the Teacher Candidate:***
  - a. The teacher must have a current teaching certificate.
  - b. The teacher should have a minimum of three years' successful teaching experience.
  - c. The teacher must complete Clinical Teacher training and any other training (ex: edTPA or co-teaching training) as required by AU.
3. Augusta University pays the Clinical Teacher \$150 to supervise the Teacher Candidate. The Clinical Teacher must fill out the ***Clinical Teacher Payment Form***. The payment form can be found at the following website:  
<http://www.augusta.edu/education/documents/fieldexperience/clinical-teacher-payment-form.pdf>,
4. The Clinical Teacher must read the ***Clinical Teacher Guide To Supervision of Student Teachers*** which is located on the AU website at the following link:  
<http://www.augusta.edu/education/teaching-leading/documents/clinical-teacher-guide2supervision-of-student-teachers.pdf>.
5. The Clinical Teacher must successfully complete the online ***Clinical Teacher Training*** which can be found at: <http://www.augusta.edu/education/teaching-leading/clinical-teacher-training.php>
6. The Clinical Teacher must complete **6 written evaluations of lessons** taught by the Teacher Candidate and provide a copy to the student. The student is responsible for providing copies of the evaluation forms to the AU Supervisor. The Clinical Teacher must also complete a **midterm** and **final evaluation** in Chalk & Wire. (The link will be sent via email at the appropriate evaluation times.

**Cooperating University:**

1. The Cooperating University enters into a friendly agreement with Augusta University to supervise the student and provide evaluations so that AU may enter the final grades for the Teacher Candidate's academic transcript. The Teacher Candidate pays Augusta University's tuition and student teaching fee. The Cooperating University enters into an agreement with the Teacher Candidate and determines their own fee (paid by the candidate directly to them) for the supervision. That agreement is solely between the Teacher Candidate and the Cooperating University who accepts the courtesy placement.
2. The University Supervisor at the Cooperating University must send AU a letter or an email stating that they agree to supervise the Teacher Candidate.
3. The University Supervisor must read the *Guide to Supervision of Student Teachers by University Supervisors* which is located on the AU Teaching & Leading website at the following link: <http://www.augusta.edu/education/teaching-leading/student-teaching-supervision.php>.
4. To learn about Augusta University's requirements, the University Supervisor must successfully complete the online *Clinical Teacher Training* which can be found on the following link: <http://www.augusta.edu/education/teaching-leading/clinical-teacher-training.php>.
5. The University Supervisor must complete **3 written evaluations of lessons** taught by the Teacher Candidate and provide a copy to the student and the AU supervisor. They must also complete a **midterm and final evaluation**. A link to the evaluation will be sent via email from Chalk & Wire at the appropriate times.
6. If ANY issues arise during student teaching, the Clinical Teacher should contact the Cooperating University Supervisor who will IMMEDIATELY contact the AU supervisor.
7. The Augusta University contact is:

Jackie Creasy  
Field Experience Coordinator  
Augusta University  
1120 15<sup>th</sup> Street  
Department of Teaching & Leading

**My signature indicates that I am fully aware of and agree with the expectations above. I understand that if I fail to uphold this agreement, the Augusta University Teacher Candidate will be required to repeat this student teaching experience under the supervision of an AU faculty member.**

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**AU Teacher Candidate**


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**Date**


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**Clinical Teacher**


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**Date**


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**Cooperating University Supervisor**


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**Date**