

Augusta University
College of Education
Department of Teaching and Leading
1120 15th St.
Augusta, GA 30912

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:

Department of Teaching & Leading
University Hall Suite 366
Field Experience Coordinator
Augusta University
1120 15th Street
Augusta, GA 30912

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.

AU Teacher Candidate

Date

Clinical Teacher

Date

Cooperating University Supervisor

Date