

**Memorandum of Agreement for Clinical Field Experiences
College of Education
University of South Alabama**

The Building Principal will:

- Model the multiple leadership roles of an effective instructional leader
- Identify Cooperating Teachers
- Assist in Understanding School Organization - Arrange an orientation for interns
- Demonstrate ongoing support

The Mentor Teacher will :

- Model and encourage effective classroom instruction including:
 - Planning and Preparation
 - Effective Teaching and Learning by implementing research-based, best practice instruction in all subject areas taught
 - Effective Classroom Management and Discipline
 - Appropriate, on-going and summative Assessment and Evaluation
 - Exemplary Professional Attitudes, Ethics, and Behaviors
 - Effective Conferencing Skills
- Meet at least one hour weekly with the candidate to reflect on the candidate's progress
- Scaffold responsibility through the Gradual Release of Responsibility model
- Attend a seminar prior to intern arrival that focuses on the elements of effective mentoring including how to provide constructive feedback

The University Supervisor will:

- Communicate regularly with mentor teacher, school administrators, and University Candidate
- Regularly visit Candidates in schools
- Complete appropriate field related documentation
- Award grades in consultation with the Mentor Teacher and school administrator

The Candidates will be:

- Develop professional attitudes and effective interpersonal relationships in the school environment
- Abide by the philosophy, regulations, policies and standards of behavior and dress of the school
(Ask the teacher you are working with for information concerning these subjects)
- Present themselves as responsible members of the school staff and fulfill all obligations in a professional manner
- Safeguard all personal and confidential information and use it only for professional purposes
- Follow the calendar and schedule of the school district
- Participate in school functions as directed by the Mentor Teacher
- In anticipation of being absent from school, notify the Mentor Teacher to obtain prior approval.
- In case of an illness or emergency requiring an absence from school, notify the Mentor Teacher as soon as possible and then notify the university supervisor
- Follow all requirements as stated in the accompanying course syllabus

*Specific candidate responsibilities for clinical field experiences are detailed in the
accompanying course syllabus.*

Principal Signature

Date

Candidate Signature

Date

Mentor Signature

Date

Supervisor Signature

Date