The mission of this class is to teach the important skills, knowledge, and values necessary to be a successful teacher in the future. Students interested in the teaching profession need to see different perspectives of education and its role in society. Practicum student teaching provides the means for exploring the opportunities in education before entering a teaching program at the university level.

**Attendance**

1. Daily attendance is expected and required; students will receive attendance points.
2. When you are absent, (for school trips, sickness, or appointments) it is **your responsibility** to notify by text (if known in advance by email) :

**--Mrs. Beattie** [bbeattie@mc-wildcats.org](mailto:bbeattie@mc-wildcats.org) or school - 573-564-2213 ext. 1120, or cell 573-289-8711.

--Your **Practicum Teacher via email** or the MCE office - 573-564-3711.

1. If you do not contact Mrs. Beattie and your practicum teacher about your absence, you will not be eligible to earn any credit for that day.
2. If you miss more than **6 class periods** in one semester you will need to make up that time to ensure that you meet the course requirements. **After 10 class periods missed without time made up, you are unable to continue going to your MCE placement.**  From that point, you will receive no points for attendance and work in Mrs. Beattie’s classroom on Education Fundamentals curriculum to prepare you for your Education Fundamentals IRC/TSA at the end of the semester.

**Field Trips / Class Parties / School Events**

1. As a practicum student teacher, you may be invited to attend class field trips, classroom parties, or other school events. To attend one of these events, **prior approval** must be obtained from Mrs. Beattie. **Complete the MAKE UP FORM linked below, receiving approval from your MCE cooperating teacher, your MCHS teacher(s) to be able to miss class, and Mrs. Beattie.** You will show the signed form to Mrs. Carla Thurman in the office to leave MCHS on the day of the event and TURN IT IN MRS. BEATTIE’s turn in tray when you return.
2. You are responsible for work missed in your high school classes. This is not part of your practicum responsibilities, but is an additional opportunity.

**Forms**

1. Students must have the Internship Agreement on file with Mrs. Beattie, signed by a parent, in order to be released to drive to their practicum building.
2. Student Evaluations are completed one per quarter.

**Fall Semester Due Dates: October 20 / December 14.**

**Spring Semester Due Dates: March 18 / May 13.**

1. Cooperating Teacher Evaluations are completed one per quarter. Same due dates as student evaluations, these are delivered straight to Mrs. Beattie.

**Logs**

1. **Attendance Points** are received by sending an individual selfie picture via text to Mrs. Beattie showing the clock in the hallway at MCE. Don’t take this lightly. You will be deemed absent without check-in text.
2. Practicum students are responsible for signing in and out at **BOTH**: High School / Practicum Building, ext. MCE
3. ALL TIMES MUST BE ACCURATE. If you are NOT signing in at the actual time of your arrival or departure, YOU WILL LOSE ALL ATTENDANCE for that date.

**Making Up Absences**

1. You will need to complete a Make-Up Form for Practicum Student Teaching Absence. Here is the link to the form: <https://docs.google.com/document/d/1EQkObD0NN6rElXBxhOyX4JmQKn4sOss5nhdr_1t-XwY/edit?usp=sharing>
2. You may make-up your absence by doing these activities AFTER regular school hours:
   1. Helping with before or after school tutoring
   2. Assisting a teacher with non-instructional activities: grading, bulletin boards, copies, etc..
   3. Attending a faculty meeting (this will need prior approval by the building administrator)
   4. Attending a school board meeting
   5. Attending a professional development training or workshop (these are held at school on non-student Mondays)
3. Any time missed must be made up minute for minute.
4. You are only required to make-up time for absences above 6, but are welcome to make-up any absences with proper prior approval.
5. If you are not in good standing with attendance, your work ethic shown in your MCHS course, etc. no MCHS teacher will allow you to make up time at MCE during school. Be prepared to work before or after school to make up time.

**Professionalism**

1. You are expected to conduct yourself as a professional in the classroom.
2. You are expected to dress in better than school appropriate attire. You need to look nice on the days you are in the classroom. You may wear jeans, but be conscious of what type of jeans you are wearing and pair them with a nice shirt. Wildcat pride t-shirts are fine as well.
3. Be conscious of clothing that is appropriate for getting down on the floor to work with small groups or to lean over to talk to students at desks.
4. Business casual attire (a nice dress shirt and khakis) is required when teaching a lesson.
5. Do not take food or drink into the buildings. Gum is not allowed in elementary school.

**Google Classroom & Email**

Students enrolled in practicum are required to be a part of the Google classroom. This is where all assignments will be submitted and additional information will be sent. Reminders of due dates and activities are shared using your Google email address. MAKE SURE YOU ARE CHECKING IT.

**Removal from Practicum Student Teaching**

Should a student fail to meet requirements and responsibilities the may be removed from the program. Students with more than 6 absences (school excused or unexcused) should be working to make up time. **If the maximum number of absences without making up time hits 10, the student is no longer able to go to their practicum placement. This will result in a zero for attendance at their placement for the remainder of the semester.**

**Tardiness**

1. You have a limited amount of time to sign-out of our office and get signed-in at the other school buildings. Do not wait until the tardy bell rings to leave school, as soon as the release bell rings, gather your items and get signed-out. You are expected to work for 45 minutes with students each day.
2. If a teacher needs to see you, make arrangements during Seminar or another time, let them know that you have to travel to the other building and must leave.

**Transportation**

All practicum student teachers are responsible for their own transportation to and from their assigned practicum class. It is recommended that students have their parents sign-off on both driving and carpooling.

**What will you be doing everyday?**

The practicum student teacher is to work under the direct supervision of a certified teacher as they gain knowledge and experience related to the field of teaching. Practicum student teachers will spend approximately two-thirds (2/3) of their time in teaching activities and one-third (1/3) in non teaching activities.

As a practicum student teacher you will spend your time in activities such as the following:

**Teaching Activities**

* Working with individual or small groups of students on drill and practice activities.
* Reading aloud to the class, an individual child or a group of students.
* Co-supervising the playground and hallways with the teacher.
* Helping with the lesson (i.e. running technology, demonstrating and modeling, helping with guided practice, giving individual help and assistance, – all under teacher direction).
* Presenting parts of a lesson or perhaps an entire lesson that has been cooperatively prepared and practiced.

**Non Teaching Activities**

* Researching topics for the teacher.
* Organizing materials for the class.
* Creating bulletin boards and room displays.
* Checking attendance.
* Collating student papers.
* Grading assignments.
* Making copies, laminating, creating materials as directed by the teachers.
* Working on lessons or activities for the teacher.

Practicum student teachers **should not** be involved in activities such as the following:

* Viewing, evaluation and filing materials in the permanent records, standardized test scores, special education records, etc. **(As directed by the Family Privacy Act, some information cannot be discussed or viewed by the practicum student teacher).**
* **Complete** supervision of a student or groups of students.
* Making parental contacts – verbal or written.
* Assigning of grades.
* Disciplining of students.

Montgomery County R-II School District  **Teach and Train / Child Development 3 Internship Agreement**

| Student’s Name: | **Fall 20\_\_\_ & Spring 20\_\_\_\_** |
| --- | --- |
| Student’s Cell Phone Number: | Birthday: |
| Place of Internship & Address: | Class period(s): |
| Cooperating Teacher’s Name: | MCE Grade Level: |
| Cooperating Teacher’s Email Address: | Classroom Phone: |
| Student’s Job Duties: | Work Time:  Start Date:  End Date: |

**AS A STUDENT ENROLLED IN THIS WORK-STUDY PROGRAM, I AGREE:**

Participation:

* To comply with the policies of the job site and the work-study program.
* To maintain open communication with my internship teacher on issues that affect my employment and the work-study program.
* To maintain a record of hours of employment as requested by the teacher. Failure to keep accurate monthly documentation will result in a loss of credit. (See Edmodo calendar due dates, if documentation is not turned in on time an F will be given for internship time period.)

Employment:

* To work to the best of my ability and be honest with money, time and effort so that I will be a positive representative of the educational building or daycare center.
* Be a professional and positive employee of the school or daycare center. *If you are fired by the cooperating teacher, you will fail the course.*
* No cell phone should ever been seen or taking into a daycare facility or school.
* The student is responsible for transportation to and from school and the daycare center each day.

Attendance:

* Show up on time each day. A tardy will be issued if you arrive late to MCE or MCHS.
* You are required to check-in when you enter each school building.
* **In the event of your absence, the student is responsible for contacting Mrs. Beattie and internship teacher before required attendance time.**
* Work is considered part of my school curriculum, therefore if I am absent from school, I understand that I will be counted absent from my internship period(s) as well. This could result in a grade reduction.

**AS A PARENT/GUARDIAN OF A STUDENT ENROLLED IN THIS WORK-STUDY PROGRAM, I AGREE:**

Guidelines:

* To assume responsibility for the transportation used by the student in traveling to and from the place of employment.
* To maintain communications with Mrs. Beattie as needed.
* To share the responsibility for school and job attendance.
* To encourage the student to succeed in school and job performance.
* That school personnel will not be present when the student is traveling to and from the work-site and will not be responsible for my child.

**Your signature represents your awareness of the work-study training agreement and your responsibility to carry out all of its stated requirements.**

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Student Signature Parent/Guardian Signature

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MCHS FCS Internship Teacher Signature MCE Cooperating Teacher Signature

**REPORT TIME: 2nd hour = 9:15 - 9:45 AM / 5th hour = 12:35 - 1:10 PM /6th hour = 1:35 - 2:10 PM**