

Print Name: _____ 917#-----

Circle Program: Art, ECED, ECSE, Economics, English, Foreign Language,
History, Math, Music, PHED, Science, SPED

Memorandum of Understanding: Office of Field Experiences
SPRING 2023, FALL 2023, SPRING 2024, FALL 2024, SPRING 2025

(Circle ONE)

Initial beside each bulleted point.

Educator Preparation Handbook

- I understand that it is my responsibility to read and be familiar with the Educator Preparation Handbook for Field Experiences and Internship that is located on the OFE website.

Active Engagement

- I understand that I must be active and alert at all times. I understand that I am a guest in the school so I need to be friendly as well as an active participant in the classroom. I need to volunteer to help whenever I can. I understand that I need to avoid sitting in the back of the classroom observing.

Contract Hours of School

- I understand that I must report to the school during contract hours for teachers. I may come earlier and stay later if I choose. I understand that I must assume the responsibilities of the cooperating teacher as assigned by my program.
- I understand that it is my responsibility to know the contract hours of my school each semester.
- I understand that I cannot “bank” field placement hours in anticipation of days I will be absent. In extenuating circumstances such as emergencies or maternity, a plan may be developed with the OFE
- I understand that I cannot leave my placement early for outside work purposes or lay coaching duties without prior approval from the OFE. I understand a plan for making up any approved missed time must be developed before I participate in any activity that causes me to miss any amount of time in the field.

Professional Dress

- I understand that I must dress professionally as defined by the school system in which I am assigned.
- I understand that it is my responsibility to obtain a copy of the school system’s dress code policy for faculty and staff and that I am to print a copy for my records.

Zero Tolerances

- I understand that having knives, guns, or anything that might be used as a weapon in my vehicle or on my person is prohibited. I understand that drugs, alcohol, and tobacco are prohibited.

Confidentiality

- I understand that I will avoid discussing teachers, students, peers, administrators, or anyone else connected with my school unless it is for professional purposes.
- I understand that I will not use social media to discuss my field experience either positive or negative.

Technology

- I understand that I will not use:
 - *Social media to contact students, parents, or teachers.
 - *Technology such as cell phone, computer, iPad, etc., unless it is related to student learning while at my school site.
- I understand that I will leave my cell phone, computer, iPad, etc., in my purse, backpack, tote, etc. during contract hours.

- I understand that my social media accounts are representative of me as a professional Pre-Service Teacher – and my account will not for public access.

Sarcasm and Profanity

- I understand that I will not use sarcasm or profanity.

Attendance

- I will adhere to the Office of Field Experiences Attendance Policy. I have read this policy which is located in the student handbook and on the CourseDen homepage.

Dispositions and the Georgia Code of Ethics

- I understand that I must abide by the Georgia Code of Ethics. I have read and am familiar with them. I understand they are located on the CourseDen homepage, student handbook, and at this link: <http://www.gapsc.com/Ethics/NEthhics.asp> .

Professional Development Opportunities, Conference and Interviews

- I understand that I must follow my program of study's policies regarding attendance at staff development (and faculty meetings), job fairs, interviews, etc.
- I understand that I must not conduct or lead parent conferences (either face to face or via phone) alone and that I must have my cooperating teacher in attendance.

Substitute Teaching

- I understand that I may NOT be used as a substitute teacher. I understand that I may be asked to teach when the teacher is absent but the assigned school substitute must be present. In extenuating circumstances, the principal may contact OFE for permission for me to substitute. Without OFE permission, I may NOT substitute teach.
- I understand that if I have questions or concerns, I must contact my school-based/university supervisor.

School-based / University Supervisor

- I understand that it is my responsibility to contact (in this order) my cooperating teacher, school-based/university supervisor, and school immediately if I am going to be absent.
- I understand that it is my responsibility to schedule makeup days with my school-based/university supervisor in conjunction with my cooperating teacher the day after I return from my absence.
- I understand that all absences must be made up during the time between the last day of classes for the semester and that semester's date of graduation.
- I understand that I may receive an incomplete if all absences are not made up within the designated window and I may not proceed to the next Practicum/Internship or will not receive my diploma until all absences are made up.
- I understand that I must contact my school-based/ university supervisor if I have instructional problems or school related emergencies.
- I understand that if a parent wishes to meet with me, I must have my school-based/university supervisor and cooperating teacher in attendance. I may NOT conduct a parent conference alone.

Transportation

- I understand that I am responsible **for obtaining my transportation or making my own travel arrangements to the assigned field experiences throughout the program.**
- I understand that I cannot transport students in my personal vehicle.

Leaving Campus During Contract Hours

- I understand that I cannot leave campus during contract hours for personal reasons or to run personal or professional errands for my cooperating teacher or peers.

Documentation of Attendance

- I understand that I must use the electronic school sign in system to document my contract hours. If an electronic system is not available, I understand that I must sign an attendance log in the main office.

News Alerts, Inclement Weather, and other Announcements.

- I understand it is my responsibility to keep informed about current issues with my field placement and not rely on peers, supervisors, or others to guide me.

Instructional Planning

- I understand that I must plan and provide lesson plans to my cooperating teacher and school-based/university supervisor in advance of teaching as specified by my program.

Calendar

- I understand that Interns follow the calendar of the school district and that all other field placements will follow the UWG calendar.

Corporal Punishment

- I understand that I am not allowed to administer corporal punishment.

Professional Growth Plans

- I understand that if I do not adhere to the policies, regulations, and dispositions set by the COE's Office of Field Experiences and my program, I will be placed on a Professional Growth Plan that may lead to my removal from my field placement.
- I understand that the School System and/or the university may remove any UWG student from a field experience at any time if deemed necessary to the health, safety, and well-being of its students.

COMPLIANCE OF SELF-REPORTING

By initialing below, I am agreeing to the following statement:

- I understand and agree to report in writing to the Director of Field Experiences IMMEDIATELY if I am the subject of a pending investigation involving a criminal act. I understand that failure to immediately report any of these circumstances may result in dismissal from the Teacher Education Program.

Sign: _____ **Date:** _____