



School of Education, Elementary Education Credential Program

EED Fieldwork Agreement & Clinical Practice Expectations

Credential Candidate:	_____	Semester:	_____
University Supervisor:	_____	School:	_____
Mentor Teacher:	_____	Grade:	_____

This form, to be completed at the beginning of each semester, will serve as a guiding document to communicate, establish, and agree on the professional expectations for scheduled time in the Clinical Practice placement classroom. **Adjustments must be communicated and arranged well in advance with the Mentor Teacher (MT), University Supervisor (US), and EED Program Representatives, when needed.**

General Year-Long Schedule

Event	Date/Plan
Report to School Site	
Fall Break	
Fall Solo/Co-Teaching Weeks*	
Humboldt Winter Break Begins	
Return from Winter Break	
President’s Week Plan	
Humboldt Spring Break Plan*	
School Spring Break Plan	
Spring Solo/Co-Teaching Weeks*	
Humboldt Graduation*	
Scheduled Volunteer Hours	
Last Day in Placement	

*We recommend that Credential Candidates have some time off during Humboldt Spring Break and around Humboldt Graduation, where desired/if possible in the supervision/solo week cycle requirements and as determined by mutual agreement of the Triad Team

We highly recommend, but do not require, that Credential Candidates complete the full school year in their placement classroom. After the Cal Poly Humboldt semester is completed and if all other CC clinical practice requirements are fulfilled, this time is classified as **Scheduled Volunteer Hours and may follow a modified schedule as needed and determined by mutual agreement

Semester Specific Schedule

Weekdays at placement:

Monday

Tuesday

Wednesday

Thursday

Friday

Hourly Schedule:

On the days checked above, candidate will be in placement from _____ to _____

General Schedule Expectations:

- Fall Semester:
 - Phase 1: Monday through Thursday; approximately bell to noon; CC have classes M-Th afternoons/early evening and on Friday mornings.
 - Phase 2: Monday through Friday; bell-to-bell; CC will have two courses that last the full semester, and are approximately 4-6pm
 - Ad hoc days off for TPA Preparation, official dates TBD
- Spring Semester:
 - Phase 1: Monday through Thursday; approximately bell to noon; CC have classes M-Th afternoons/early evening and on Friday mornings.
 - Phase 2: Monday through Friday; bell-to-bell; CC will have two courses that last the full semester, and are approximately 4-6pm
 - Ad hoc days off for TPA Preparation, official dates TBD
 - Optional volunteer schedule through the end of the school year
- **Note:** It can be beneficial to schedule study/coursework catch up time away from placement at the end of each 8-week class session per semester. This would be determined at the discretion of the Triad Team and/or by recommendation of the program; consider discussing this option while completing this form.
- Adjustments must be communicated and arranged well in advance with the Mentor Teacher, University Supervisor, and EED Program Representatives, where needed.

Other days planned (eg. adjusted schedule for study/coursework day(s), edTPA days in Spring, Friday before Graduation, etc.):

Contact Plan for Unexpected Absences (ie. who and how to contact upon unexpected absence from student teaching placement):

Contact plan/expectations:

University Supervisor preferred mode of contact & info:

Mentor Teacher preferred mode of contact & info:

Signatures:

Credential Candidate

Mentor Teacher

University Supervisor