



School of Education, Elementary Education Credential Program

EED Fieldwork Agreement & Clinical Practice Expectations

Credential Candidate: _____ School/Grade: _____

University Supervisor: _____ Contact #: _____

Mentor Teacher: _____ Semester/Year: _____

*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 Agreed Upon
Report to School Site	8/26: First week full time at placement M-F (bell to bell); no Cal Poly Humboldt classes
Fall Break	Cal Poly Humboldt: 11/25 - 11/29
Fall Solo/Co-Teaching Weeks*	(Bell to Bell M-F) Solo Week 1: 9/16 - 9/20 Solo Week 2: 11/12 - 11/15; no CPH classes
Humboldt Winter Break Begins	12/20
Return from Winter Break	1/21: Bell to Bell Placement M-TH
President's Week Plan	
Humboldt Spring Break Plan*	3/17 - 3/21
School Spring Break Plan	
Spring Solo/Co-Teaching Weeks*	
Humboldt Graduation*	5/11
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 (not for intern/residency candidates):

Candidate will be at the placement Monday through Thursday for both Fall and Spring Semesters.

Hourly Schedule (not for intern/residency candidates):

Candidate will be in placement from 8 am to 12pm in the Fall and _____ to _____ in the Spring.
(Spring Requirement: First bell to last bell. Please include exact times.)

Schedule Expectations:

- Fall Semester:
 - In placement Mon- Thurs; approximately first bell to noon; Teacher Candidates have classes M-Th afternoons/early evenings
 - Ad hoc days off for CalTPA Preparation: 9/13, 10/11, 11/1, 12/4, 12/5
- Spring Semester:
 - In placement Monday through Thursday; first bell to last bell; Teacher Candidates have classes M-Th afternoons/early evening and on Friday evenings.
 - Ad hoc days off for CalTPA Preparation: 2/7, 3/7, 4/4, 4/23, 4/24
 - Optional, but recommended volunteer schedule through the end of the school year
- Adjustments must be communicated and arranged well in advance with the Mentor Teacher, University Supervisor, and EED Program Representatives, where needed.
- Interns Year 1:
 - At site according to employment contract
 - Ad hoc days off for CalTPA Preparation: 9/13, 10/11, 11/1, 12/4, 12/5, 2/7, 3/7, 4/4, 4/23, 4/24

Other days planned (eg. adjusted schedule needs, Friday before Graduation, etc.):

--

Contact Plan:

Contact plan for unexpected absences from fieldwork:

University Supervisor preferred mode of contact & info:

Mentor Teacher preferred mode of contact & info:

Response Time Expectations:

For University Supervisor:

Check the following after the triad Fieldwork Agreement meeting:

- I facilitated a meeting between the candidate, mentor teacher, and myself during which we discussed all items on the agreement above.
- I communicated any questions/concerns that may have been brought up during the meeting to the EED Program Coordinator/Program Leader.