



School of Education, Secondary Education Credential Program

SED 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 SED Program Representatives, when needed.***

General Year-Long Schedule

Event	Date/Plan Agreed Upon
Report to School Site	8/26: 9 hrs per week at placement during school hours
Fall Break	Cal Poly Humboldt: 11/25 - 11/29
Fall Solo/Co-Teaching Weeks*	9/3 - 9/6; 11/12 - 11/15 (M-F bell to bell)
Humboldt Winter Break Begins	12/20
Return from Winter Break	SED students return to placement according to placement's calendar:
President's Week Plan	
Humboldt Spring Break Plan*	3/17 - 3/21
School Spring Break Plan	
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

General Schedule Expectations:

Fall Semester:

- Observation for maximum of 9 hours per week; schedule to be discussed and recorded above
- Recommended schedule is 3 hours per day, 3 days per week. Identify class(es) candidate will take over in Spring
- Goal: Teach a 20-50 minute lesson by Week 10-12 for filming for Cycle 1 of CalTPA
- Ad hoc days off for TPA Preparation, official dates TBD

Spring Semester:

- Full-time participation from the return of school placement from winter break, until the start of Humboldt Spring Semester
- Full-time student teaching for the entire Humboldt semester, together with one or more of the following requirements to meet CCTC Standard 31:
 - Teach students at two or more levels of schooling
 - Teach students of two or more ability levels
 - Teach one or more classes from beginning to the end of the semester
 - Ad hoc days off for TPA Preparation, official dates TBD
 - Optional volunteer schedule through the end of the school year

Interns: Year 2 interns will be required to have specific days off from their site's in order to participate in CalTPA workshops.

Residency Candidates: Residency candidates will follow the clinical practice hours outlined by their sponsoring program.

Note: Adjustments must be communicated and arranged well in advance with the Mentor Teacher, University Supervisor, and SED Program Representatives, where needed.

Fall Schedule (not for residency/intern candidates):

1) **Weekdays at placement:**

Monday Tuesday Wednesday Thursday Friday

2) **Hourly Schedule:**

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

Spring Schedule (not for residency/intern candidates):

1) **Weekdays at placement:** Candidate will be at the placement Monday - Friday.

2) **Hourly Schedule:** During Spring, candidate will be in placement from (record exact bell to bell times):

3) **Proposal of 2 classes to take over in Spring:**

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

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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 SED Program Coordinator/Program Leader.