

Augusta University
SPED 4002/5002
Collaborating Teacher Information

Thank you for agreeing to accept an Augusta University teacher candidate for the twenty five-hour field experience portion of:

SPED 4002/5002: *Instructional Strategies for Teaching Students with Disabilities in General Education Settings*

Since this is most likely the teacher candidates' initial course in special education, the focus of the field experience is to acquaint the teacher candidates with students who have exceptionalities as determined by an IEP. We know the field experience will be valuable for our teacher candidates, and we hope that it will be valuable for your students as well.

Here are a few points about the Field Experience:

- For liability reasons, the Augusta University teacher candidate **must not be left alone with students**. These candidates who will be coming to your class are not certified teachers. It is possible that this is his/her first experience in a classroom, other than as a student.
- Augusta University teacher candidates are just beginning their coursework in education. Most have had no "teacher training," so they will benefit greatly from your modeling effective teaching practices.
- We would like for the teacher candidate to spend most of the time actively participating with learners at your direction.
- Teacher candidates will bring a "Collaborating Teacher Contract" on their first day. It will contain the teacher candidate's contact information and a contract which you and the teacher candidate should go over and sign during the first visit. The teacher candidate will return the contract to the Field Experience Coordinator. The teacher should keep a copy for future reference.
- You will receive an email from Chalk & Wire with a link to the evaluation that must be completed on your student at the end of the field experience.
- Teacher candidates in SPED 4002/5002 should assist in differentiating instruction for students with disabilities, according to the identified student's IEP requirements.

Again, we appreciate your willingness to host our teacher candidates and give them this opportunity to work with your students. Please contact the Field Experience Coordinator if you have questions or concerns:

Field Experience Coordinator
Augusta University Summerville Campus
University Hall Suite 364
1120 15th Street
Augusta, Georgia 30912
706-667-4109

This form must be submitted to the Field Experience Coordinator when completed.
Augusta University Teacher Candidate Information
SPED 4002/5002

Augusta University Student Name (Print) **Today's Date**

University Email address **Phone Number**

University Instructor

Augusta University Teacher Candidate/Collaborating Teacher Contract

As an Augusta University teacher candidate in SPED 4002/5002 completing the required Field Experiences, I agree to the following:

- I will model professionalism in my appearance and demeanor.
- I will cooperate with my collaborating teacher and follow all school policies and procedures.
- I will complete assignments given to me by my collaborating teacher to the best of my ability.
- I will complete 25 hours of field experience for this Special Education class. My collaborating teacher and I have agreed on a schedule. Deviation from this schedule is acceptable only with prior approval of my collaborating teacher.
- If an emergency arises that affects my attendance, I will contact my collaborating teacher as soon as possible and make arrangements to make up the time.
- If I choose to drop SPED 4002/5002, I will contact my collaborating teacher, my Augusta University instructor(s), and the Field Experience Coordinator immediately.
- I have read and understand the Student Code of Ethics (Augusta University Catalog in "Statement of Student Rights and Responsibilities.") If it is determined that any part of my Field Experience or documentation violates the Code (plagiarism, false record of hours, work evidence, etc.), I will receive a zero for the assignment and an F in the class.
- I understand that I must have a successful field experience and my teacher must complete the field experience evaluation to receive a passing grade in SPED 4002/5002.

Augusta University Student Signature **Date**

Collaborating Teacher Signature **Date**

Collaborating teacher: Please make a copy of this signed contract and give the copy to the student. Keep the original for your reference.