CHAPTER SIX
FORMS AND DOCUMENTATION

Introduction

Because the partnership includes members in many different venues, communication must be documented to keep everyone informed and "on the same page". The completion of the forms in this chapter will help determine perceptions of all partnership members, instructional progress, and future student teacher placement.

The student teacher completes:
- Application for Student Teaching Placement
- Guest/Host Relationship Form
- Weekly Journal
- Mid-Experience Reports (Chapter Four)
- University Supervisor Evaluation
- Student Teaching Site Evaluations

The cooperating teacher completes:
- University Supervisor Evaluation
- Mid-Experience Report (Chapter Four)
- Final Evaluation (Chapter Four) and letter of recommendation

The University supervisor completes:
- Supervisor Observation Report (for each visit)
- Mid-Experience Report (Chapter Four)
- Final Evaluation (Chapter Four) and letter of recommendation
- Grade Report (Chapter Four)
- Mid and Final PDE-430 Evaluations

The School Administrator completes:
- Request for Student teaching placement

ALL FORMS CAN BE FOUND AT:
http://www.music.psu.edu/musiced/student_teaching.html

All completed forms should be mailed to:

Norene C. Ferris, Program Coordinator
Partnership for Music Teacher Excellence
Penn State University
249 Music Building I
University Park, PA 16802-1901
THE PENNSYLVANIA STATE UNIVERSITY
Partnership for Music Teacher Excellence

Guest/Host Relationship

The College of Arts and Architecture, The Pennsylvania State University, works with numerous school districts during each year in connection with the School of Music partnership program. In each instance, we are able to place student teachers in a particular district because that district has invited us to place student teachers and has agreed to work cooperatively with us in our program.

Student teachers, University supervisors, and other personnel from The Pennsylvania State University who visit school districts during the year are guests of the school district.

Student teaching is a full-time endeavor. The acceptance of a student teaching assignment in the Commonwealth of Pennsylvania indicates an understanding of this, and of the guest/host relationship. Each school district associated with The Pennsylvania State University has regulations, procedures, instructional practices, and professional expectations of teachers and student teachers working in that district. Student teachers of The Pennsylvania State University are to abide by the regulations, procedures, instructional practices, and professional and personal expectancies of The Pennsylvania State University, the school districts to which they are assigned, and the Pennsylvania Code of Professional Practice and Conduct for Educators.

As a student teacher, I have read, understand and agree to the governing principles outlined above. I understand that if my personal or professional behavior is not compatible with the expectations of the school district to which I am assigned, I may be requested to leave by either the University or the host school district.

As a student teacher, I understand I must demonstrate, and be evaluated in, the five categories of dispositions expected of all teacher candidates both in the university classroom and the schools where I will complete field experiences. These categories are titled: Scholarly, Ethical, Reflective, Valuer of Diversity, and Experience in Practical Application of Knowledge (taken from North Carolina State University, LEAD & SERVE, and defined on reverse).

Further, I understand that if my ability to work as an effective student teacher in the learning environment of the host school district is not compatible with the expectations of The Pennsylvania State University, the Pennsylvania Code of Professional Practice and Conduct for Educators, and/or the school district to which I am assigned, I may be requested to leave by either the University or the host school district.

Signature:_________________________________________ Date:__________

Printed Name:_________________________________________
Journaling

The student teacher is responsible for emailing a journal every Monday, (pertaining to the previous week), to the University Supervisor and the Program Coordinator.

Week# ____________ Date____________

Student Teacher Weekly Journal

Name ____________________________________________

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