Fieldwork Contract

This contract is to be used for the teacher education candidate (“pre-service teacher”) and the classroom teacher (“mentor”) to articulate expectations for activities to be conducted under the direction of the mentor during the pre-service teacher’s field placement. The pre-service teacher should give the mentor a copy of the UC Field Work Expectations (refer to the Education Handbook) and copies of this contract to the mentor and the college course instructor.

<table>
<thead>
<tr>
<th>PRE-SERVICE TEACHER</th>
<th>MENTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td>Education Program:</td>
<td>School name and district:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Phone:</td>
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</tbody>
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Date:__________  UC Education Class for which fieldwork is being conducted:__________

Required number of hours:_______  Level I_______  Level II_______  Level III_______

Days & times of scheduled fieldwork:____________________________________________________
(e.g. Mondays from 9:30-10:30)

To meet the course and fieldwork requirements for this class, the individual is expected to:

1. Obtain a UC photo ID before beginning fieldwork requirements
2. Maintain a consistent schedule with the host classroom teacher
3. Inform the teacher in advance if unable to make scheduled fieldwork
4. Exhibit professional behavior and attire at all times
5. Specific duties and responsibilities, to be jointly determined by pre-service teacher and mentor (see Fieldwork Expectations document for ideas):

   a. ..............................................................................................................

   b. ..............................................................................................................

   c. ..............................................................................................................

Signature of pre-service teacher  Signature of classroom teacher  Date

Thank you for providing this opportunity. If you have any concerns or issues that you would like to discuss, please feel free to call the Utica College Office of Educator Preparation at (315) 792-3815.
Online Fieldwork Log instructions
(for the teacher candidate)

1. Print out a fieldwork contract and these instructions, and have the mentor teacher sign and agree to the terms of the fieldwork placement in line with the associated course requirements. This form should be returned to the course instructor during the first two weeks of the semester that the placement begins.

2. As you complete your fieldwork, you must submit your fieldwork hours into the Google Form Fieldwork Log. This can be done at the completion of each day’s fieldwork, or weekly. **It is not recommended to log fieldwork at the end of the semester.** A receipt of the submission will be emailed to you for your records.

   The direct link to the UC Fieldwork Log form is [http://bit.do/UCfieldworklog](http://bit.do/UCfieldworklog)

Completion of Field Site Evaluation instructions
(for the mentor)

1. After the fieldwork requirements outlined in the course syllabus and in the fieldwork contract are met, you (the mentor teacher) will need to complete a Google Form field site evaluation. It will be the teacher candidate’s responsibility to ensure that the fieldwork evaluation link has been provided to the mentor. The teacher candidate's fieldwork will not be considered complete until the evaluation has been submitted by you online.

   The direct link to the UC Field Site Evaluation form is [http://bit.do/UCFieldSiteEval](http://bit.do/UCFieldSiteEval)

If you have any questions about these forms or the procedures to complete these forms, please contact Kyle Riecker by email at kyriecke@utica.edu or by phone at 315-792-3815.