

Northwestern University

Student Teaching Internship Agreement***

Due on January 21, 2009 to your Field Seminar Instructor

***Copies are to be given to: mentor(s), student teacher, and NU supervisor

Turn in this Agreement WITH YOUR STUDENT TEACHING PLAN

AND YOUR MENTOR INTERVIEW

GENERAL INFORMATION

Student Teacher:	
Student Teacher Address:	
Telephone: ()	e-mail (required):
Mentor:	e-mail (required):
Mentor Ofc. Phone:	Home Phone (Opt.):
Cooperating School District:	
School:	
Address:	
School Telephone: ()	School Fax:
Student Teaching Begins:	Ends:
Type of School (circle one): elementary middle junior high high	
Department (s) (if applicable):	Dept. Chair:
Grade Level (s):	

Signatures:

The undersigned stipulate that the student teaching internship program described and outlined herein represents mutual agreement between the intern, the on-site mentors, and the supervisor:

_____ Student Teacher Date: _____

_____ Mentor Date: _____

_____ Mentor Date: _____

_____ Seminar Instructor Date: _____

Student Teaching Internship Plan (Please attach to Agreement cover sheet)

After discussing the schedule with your mentor(s), outline the particular teaching and management responsibilities you will assume in the classes with approximate dates or weeks when you will assume them.

Please include at least the following:

- 1) a period by period daily schedule (or approximate time schedule for elementary teachers) including preparation periods and/or team planning periods,
- 2) for middle/junior and high school teachers, the titles of courses and levels of each class,
- 3) the units and/or major topics covered including skills and/or basic concepts with weeks you will be teaching them,
- 4) the assessments (at least the major ones) you will be writing and administering in each class and approximate timing of each, and
- 5) notation of the weeks of the NU quarter and your responsibilities in each.

Note: Remember, you are expected to assume full-time charge of all assigned classes for at least four consecutive weeks, experiencing to the extent possible the life of a classroom teacher.

Although we know that schedules change and that your responsibilities may shift during the student teaching term, it is imperative that you have a plan. **It should be written out before you ask your mentor(s) to sign the Agreement form that you will attach to the Plan.**