

ECU/SCHS  
Practicum Partnership  
Cooperating Teacher and Teacher Candidate  
Memorandum of Understanding

The ECU Teacher Candidate (TC) agrees to the following:

1. The TC will email his/her contact information to the Cooperating Teacher (CT) by January 29.
2. All observations will be scheduled at least two days in advance via email communication with the CT.
3. TC will complete the required HIED observation protocol during the two preliminary observations and will submit that document to the HIED/READ instructors per instructions.
4. TC will communicate either in person or via email with the CT (to be determined by CT) about upcoming teaching topics and activities no later than Wednesday of the week PRIOR to teaching.
5. TC will send all lesson plans and teaching materials no later than 5 pm on the Thursday PRIOR to teaching on Tuesday or Thursday. **The TC will also print a hard copy of the CT lesson feedback form to give to the CT at the time of lesson delivery.**
6. Lesson plans will be designed, in consultation with the CT, using the HIED required format. Areas to be taught by CT will be designated with "CT will teach" and segments to be taught by TC will be described and planned in detail.
7. TC will 2:1 co-teach two lessons in the practicum setting and will 1:1 co-teach one lesson.
8. In consultation with the CT, at minimum, the TC will teach the direct instruction portion of one lesson, the source analysis portion of another lesson, and will lead a discussion in the third lesson.
9. The TC pairs (with the assistance of the CT) will be responsible for securing an appropriate and effective video device (laptop cams work best) and videoing each of these three lesson segments over the three teaching experiences. The TC is responsible for working with the CT to obtain permission to video students in the class using the approved ECU form.
10. The TC is responsible for expertly preparing for all lessons and will have all agreed upon lesson materials complete and ready to go. If the CT's assistance is needed in obtaining materials for a lesson, the TC will assure that those needs are addressed on a day prior to the lesson (not the day of the lesson).
11. The TC will communicate with the CT and HIED/READ instructors in advance if, due to illness, etc., he/she is unable to attend the practicum site.

The SCHS Cooperating Teacher (CT) agrees to the following:

1. TCs will be provided with the lesson topic and lesson guidance by the CT for the next Tuesday on the Wednesday PRIOR TO the TC's teaching.
2. Feedback on the proposed lesson will be provided to the TC by Monday at 5 pm for the lesson to be taught on Tuesday or Wednesday for the lesson to be taught on Thursday.
3. CTs will use co-teaching during each practicum teaching lesson and will address any classroom management issues during the lesson.
4. CTs will complete a brief feedback form at the end of each lesson for the TC's use in reflection and growth.

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CT signature

Date

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TC signature

Date

Practicum Schedule  
South Central High School  
2018

January 30, 2018	TCs report to SCHS no later than 11:45 am and meet with ECU faculty outside the main office  TCs observe assigned teacher during 3 <sup>rd</sup> period using required instrument (12:05-2:00)  TCs report to Room 623 for SCHS orientation
Week of February 5-9, 2018	ECU combined class from 11-1  TC schedules outside observation with CT
February 13 or 15, 2018	Arrive SCHS at 11:45 am (3 <sup>rd</sup> block teachers) or 1:45 pm (4 <sup>th</sup> block teachers). Sign in. Report to CT's room  2:1 co-teach with partner and CT during 3 <sup>rd</sup> or 4 <sup>th</sup> period (12:05-2:00 or 2:05- 3:35)  Debrief session – w/ CT and online discussion board
February 20 or 22, 2018	Arrive SCHS at 11:45 am (3 <sup>rd</sup> block teachers) or 1:45 pm (4 <sup>th</sup> block teachers). Sign in. Report to CT's room  2:1 co-teach with partner and CT during 3 <sup>rd</sup> or 4 <sup>th</sup> period (12:05-2:00 or 2:05- 3:35)  Debrief session – w/ CT and online discussion board
February 26-March 2, 2018	PLC meetings at ECU – do not report to SCHS
March 6 or 8, 2018	ECU Spring Break
March 14 and March 21, 2018	Arrive SCHS at 11:45 am (3 <sup>rd</sup> block teachers) or 1:45 pm (4 <sup>th</sup> block teachers). Sign in. Report to CT's room  1:1 co-teach with CT during 3 <sup>rd</sup> or 4 <sup>th</sup> period while partner conducts observation/peer evaluation (12:05-2:00 or 2:05-3:35)  Debrief session – w/ CT and online discussion board