Below are documents that have been approved by the Texas State University System General Counsel. All documents are to be included in the internship and/or co-op packets distributed to students and employers.

**Student information:**

- Guidelines for Receiving Internship Credit
- Pre-Screening Form
- Learning Agreement
- Student Waiver of Liability

**Employer information:**

- Learning Agreement
- Employer Waiver of Liability (Unpaid, For Profit only)

All academic departments participating in service learning initiatives must provide the following:

- Community Partnership Agreement Letter **
- Student Waiver of Liability**

**Classroom trips supervised by a Lamar University faculty or staff member are exempt from the service learning documents.**

Following the steps below will ensure that all internships, co-ops and service learning packets, as well as opportunities posted through our site, have been reviewed and approved.

**Step 1.** Documents must be put on website through The Career and Testing Center.

**Step 2.** The completed packet must be approved by the Career and Testing Center.

**Step 3.** All un-resolved issues will be sent and approved through the Senior Associate Provost for review and decisions.

**Step 4.** All internships, service learning and co-ops must be registered through Cardinal Connect for university tracking.

Teresa Simpson  
Director, Career and Testing Center  
11/17/11

Steve Doblin  
Provost and VP Academic Affairs  
11/23/11

Deidra Mayer  
Associate Director, Career Services  
11/17/11

Dept: Student Teaching

Credit bearing is standard  
Pre - Summer form is thru TK 20

All questions are to be directed to Deidra Mayer, Associate Director for Career Services in the Career and Testing Center at Deidra.Mayer@lamar.edu or call at 409-880-8871.

For more information on legal questions surrounding paid or unpaid internships:  

Update: 02-22-11
After reviewing the submitted proposal the following areas are in need for further review:

Does not align with checklist items to include guidelines, pre-screening form, learning agreement, and student waiver of liability.

Teresa Simpson  
Date  
Director, Career and Testing Center

Deidra Mayer  
Date  
Associate Director, Career Services

Additional Comments:

Materials in place are acceptable. Dean Lowery-Moore is checking further to determine if other universities have a separate explicit student waiver of liability.

☐ Approved  
☐ Not Approved

Dr. Steve Doblin  
Date  
Provost and VP Academic Affairs

Update: 02-22-11
APPLICATION FOR STUDENT TEACHING –
Semester __________________________

Complete this application and turn into the Office of Field Experience, Education Building Room 110

You will receive a notice for verification of your intent to student teach early in the semester prior to your student teaching semester. If you do not receive this notice, your application is NOT on file for the semester.

Please notify the Office of Field Experience immediately if any of the following data changes.

Name ____________________________ Student ID # ____________________________

Mailing Address ____________________________ City, State, Zip Code ________________

Home Phone ____________________________ Alternate Phone ____________________________

*My Lamar Email ____________________________

*You must use your my.lamar.edu account.

PREREQUISITES FOR STUDENT TEACHING
Student teaching shall be scheduled for the final spring or fall semester prior to graduation from Lamar University. All pedagogy courses must be completed prior to student teaching.

The Master Supervising Teacher Program (MaST) supports the student teaching component of teacher education. MaST teachers are unique in combining the roles of university supervisor and cooperating teachers. MaST teachers are supported in their efforts by the program director, who serves as the contact person for the university. Lamar University students who enroll for student teaching will be placed with a MaST teacher who has been prepared and employed by the University as an adjunct instructor for this special role.

Students who are eligible and who desire to enroll in the "professional semester" must apply for student teaching, approximately a year in advance, through the Office of Field Experiences, room 110, Education Building. For fall student teaching, application should be made no later than October 1. For spring student teaching, application should be made no later than March 1.

In order to qualify for student teaching, the applicant must be recommended by a Teacher Education Committee and have met the following requirements:
Candidates must apply as directed and are eligible for student teaching after successful completion of the coursework required by their certification/degree plan. Additional requirements are as follows:

1. A minimum grade point average of 2.5 must have been achieved on all coursework with no grade lower than "C" in the certificate field(s).
2. A minimum of 2.5 grade point average in pedagogy courses, with grade of "C" or better in each course.
3. A minimum of 30 hours of field experience must be verified for the candidates by the instructors of each of the following courses:
   - PEDG 3310
   - PEDG 3350
   - PEDG 4340
   - PEDG 3320
   - PEDG 3351
   - PEDG 4380
   - PEDG 3380

4. A minimum of 15 hours of field experience must be completed during the semester prior to student teaching with the MaST teacher to whom you have been assigned as a student teacher.
5. ALL appropriate content proficiency tests must be passed.

During the student teaching semester, a student may enroll in one additional course. This course must be approved by the Director of Office of Field Experience in advance of enrollment in the course and should not conflict with student teacher responsibilities.

Student Teacher Application
1.10
You will be notified of the orientation meeting which will be held the semester prior to your student teaching semester. Attendance is **MANDATORY**.

**Please check only ONE appropriate area of certification.**

<table>
<thead>
<tr>
<th>8-12 Dance</th>
<th>8-12 Art</th>
<th>EC-12 Health</th>
<th>EC-12 Physical Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-12 English Language Arts and Reading</td>
<td>8-12 History</td>
<td>EC-12 Band</td>
<td></td>
</tr>
<tr>
<td>4-8 Generalist</td>
<td>8-12 Journalism</td>
<td>EC-12 Choir</td>
<td></td>
</tr>
<tr>
<td>4-8 English as a Second Language</td>
<td>8-12 Life Science</td>
<td>EC-12 Theatre Arts</td>
<td></td>
</tr>
<tr>
<td>4-8 English Language Arts and Reading</td>
<td>8-12 Mathematics</td>
<td>8-12 Mathematics</td>
<td></td>
</tr>
<tr>
<td>4-8 Mathematics</td>
<td>8-12 Social Studies</td>
<td>8-12 Social Studies</td>
<td></td>
</tr>
<tr>
<td>4-8 Mathematics/Science</td>
<td>8-12 Physical Science</td>
<td>8-12 Physical Science</td>
<td></td>
</tr>
<tr>
<td>4-8 Science</td>
<td>8-12 Science</td>
<td>8-12 Science</td>
<td></td>
</tr>
<tr>
<td>4-8 Social Studies</td>
<td>8-12 Speech</td>
<td>8-12 Speech</td>
<td></td>
</tr>
<tr>
<td>8-12 Technology Application</td>
<td>8-12 Technology Application</td>
<td>8-12 Technology Application</td>
<td></td>
</tr>
</tbody>
</table>

### ASSIGNMENTS

The Master Supervising Teacher Program (MaST) supports the student teaching component of teacher education. Lamar University students enrolled in student teaching will be placed with a MaST teacher who has been prepared and employed by the University as a contract employee for this special role.

Arrangements for placements and contacts with schools are made by personnel in the Office of Field Experience. It is professionally inappropriate for students to contact schools for their own placements; therefore, **under no condition is the student teacher to contact the public schools regarding their placements.**

The placement of student teachers is a lengthy process and many factors are considered. A student teacher is **NOT** assigned to a school where there are close social or family ties (i.e. family member teaching in, working in, or attending the school; or close friends in a position in the school that might cause undue influence on the student teaching experience). Other conditions may prevent student teachers to be placed in specific districts or on specific campuses.

**Please select two school district preferences from the list below for our consideration in making your student teaching assignment. You may indicate your 1st choice with the #1.**

<table>
<thead>
<tr>
<th>Beaumont</th>
<th>Bridge City</th>
<th>Buna</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Chambers</td>
<td>Eudale</td>
<td>Goose Creek</td>
</tr>
<tr>
<td>Hamshire-Fannett</td>
<td>Hardin-Jefferson</td>
<td>Kountze</td>
</tr>
<tr>
<td>Little Cypress-Mauriceville</td>
<td>Lumberton</td>
<td>Nederland</td>
</tr>
<tr>
<td>Orangefield</td>
<td>Port Arthur</td>
<td>Port Neches-Groves</td>
</tr>
<tr>
<td>Silsbee</td>
<td>Vidor</td>
<td>West Orange-Cove</td>
</tr>
</tbody>
</table>

We make every effort to place you in a district of your choice but **DO NOT** guarantee that you will get your first choice. Choice of schools will only be met if the district is able to make this arrangement, this is certainly not guaranteed. The school assignment is based on a number of factors including the classroom availability.
STUDENT TEACHER DAILY SCHEDULE
The student teacher's daily schedule is the same as the classroom teacher's schedule required by the district Monday through Friday. Student teachers should attend faculty meetings to which they are invited, PTA meetings, conferences, in-service workshops, duty assignments, and other appropriate meetings. The student teacher will follow the district calendar for holidays instead of Lamar University's holidays.
I understand that it is my responsibility
• To notify the Office of Field Experience in writing immediately if I
  o change my name, address, or telephone number.
  o withdraw my application or postpone student teaching.
• To arrange for childcare and transportation so that I might meet my school's expectations during my student teaching assignment.
• Observe the schedule of the campus and district you are assigned to rather than Lamar University schedule.
• To report for the MANDATORY orientation meeting the semester prior to student teaching and all MANDATORY student teaching seminar days during the semester of student teaching.
• To complete all prerequisites/conditions to student teaching.
• To accept the assignments(s) made based on one of my district preferences. We will make every effort to place you in the district of your choice but do not guarantee that you will get your first choice.
• Schedule no other class or activity that requires absence from my student teaching responsibilities.

Read and initial the following statements
________ I have read and understand that ALL prerequisites for student teaching must be met prior to entrance into the student teaching semester.
________ I agree to accept assignment in a school in any district designated. (the districts listed on page 2 of this contract)
________ I further attest that to the best of my knowledge, all information I have provided is correct. If my intent to student teach as indicated above changes, I will notify the Office of Field Experience immediately.
________ I have read and understand my responsibilities for the student teaching semester.
________ On the back of this contract I have listed close social or family ties working in the district I have chosen. (i.e. family member teaching in, working in, or attending the school; or close friends in a position in the school that might cause undue influence on the student teaching experience).

Print your name ___________________________________________ Date ____________________________

Signature: ________________________________________________
Thank you for your cooperation and for allowing us to place our students on your campus. We value you and appreciate your support of Lamar's Most Program.

Principal Signature:

| Campus | | | | |
|--------|--------|--------|--------|
|        |        |        |        |
|        |        |        |        |
|        |        |        |        |

Teacher Email Address | Name | Name | T1 or T2 Hall | Grade/Subject Area | Student |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please sign below indicating your approval of these assignments and return via fax 409-880-2132 ASAP.

Please have the Most Teacher Initial by their name indicating agreement to participate in the Most Teacher Program for the semester. Finally, as principal of Lamar University, any additional questions or concerns may be addressed to administrative assistant, Dama Perillo, @ 409-880-8033.

For Fall 2011, we cannot accept applications without the teacher's signature. If you are unable to accommodate us, please advise our office.

Assignments can not be finalized until this form is faxed to 409-880-2132.

Memorandum of Understanding:

Fall 2011 Student Teacher Assignment Requests

Director, Office of Field Experience

To: District Principals

Date: September 14, 2011