

CONFIRMATION AND AGREEMENT OF CONDUCT FOR SERVICE-LEARNING IN CGCC TEACHER EDUCATION PROGRAM

Return completed original to Primary Service-Learning CGCC Instructor by _____.

STUDENTS: Make copies for yourself, your CGCC instructor(s) and mentor-teacher; distribute.

Semester: Fall Spring Summer Academic Year: _____

Primary SL Course (e.g., EDU221): _____ Class Number # (e.g., 23188): _____

Primary SL Instructor: _____ Days/Time: _____

Other SL Courses in the EDU program this semester (list all courses AND class numbers):

Please note: Your Primary Service-Learning Course is the course in which your Service-Learning hours will be tracked. All original SL documents should be given to your Primary SL Course instructor. You are still responsible for any class work related to the Service-Learning component in your other classes.

Student Name: _____

Placement School/Agency: _____

Mentor-Teacher/Agency Supervisor: _____ **Grade/Title:** _____

School/Agency Address/City/Zip: _____

School/Agency Phone: _____ **School/Agency E-mail:** _____

****Student Start Date:** _____ **End Date:** _____

***Students: at your initial meeting with your mentor, you should plan out your semester of visits including a start and end date. Keep your scheduled visits!! Avoid cancellations and rescheduling as much as possible and ALWAYS communicate with your mentor.*

Office use only:

Multiple Classes?

Class in which to credit hours: _____ Exempted Classes: _____

Current Agency? Check Agency list.

**AGREEMENT OF CONDUCT FOR SERVICE-LEARNING
(FIELD EXPERIENCE) FOR STUDENTS IN THE
TEACHER EDUCATION PROGRAM**

STUDENTS: Please INITIAL each statement below and sign. MENTORS: Please go over each statement below and sign.

Because CGCC students represent themselves, the college and the Teacher Education Program when placed in local schools and service agencies, the highest standards of decorum and responsibility are expected. Compliance with the following expectations and responsibilities for professional conduct is required of all future teachers in CGCC’s Teacher Education Program. *Specifically, the asterisked (**) items below align with Maricopa County Community College District’s adopted “Dispositions of a Future Teacher.”* I understand it is my responsibility to:

- Provide proof of fingerprinting per AZ State Law (House Bill #2566). *Student initial:* _____
- ****Communicate with my mentor-teacher about connections to course competencies to be met as a result of my service learning experience and about appropriate options for active involvement, including:** *Student initial:* _____
 - Intellectual observation of teaching methods, classroom environment, student behavior, teacher-student relationships, and instructional activities.
 - Focused discussion with the mentor-teacher about the above set of observations or set of predetermined questions.
 - Active involvement with an individual or small group of students assisting them with makeup work or remediation.
 - Active involvement with a small group(s) of students in independent work.
 - Teaching or assisting in teaching a lesson with guidance from the mentor-teacher.
 - Design and display of a bulletin board or other classroom display appropriate for grade level content or topic.
- ****Comply with all rules, processes and policies of the site in regard to interns and/or volunteers. I understand the importance of signing in and out of my site, wearing appropriate identification, and working in view of my mentor-teacher or supervisor for my safety and the safety of those with whom I will be working.** *Student initial:* _____
- ****Remain open to supervision and feedback from my mentor-teacher concerning my attitude and performance. I understand that such constructive feedback will facilitate my personal development as both a student and future teacher.** *Student initial:* _____
- ****To accept the role of a “professional” in regard to committing to scheduling visits, reliable prompt attendance, appropriate dress (conservative), and mature communication. I understand that visible tattoos and body piercings, unnatural hair color, and provocative clothing is not appropriate attire for the school environment or establishing myself as a role model when working with children and students.** *Student initial:* _____
- ****In my role as “professional,” I understand that any cell phone use, including texting, during my service learning experience is inappropriate. I will abstain from such activity as well as from any behaviors or activities that are restricted from the students in the school where I serve.** *Student initial:* _____
- ****Meet all target dates established by my instructor for placement, completed program paperwork, reflection journal entries, final project, and other course-related assignments and activities. I understand that being late or missing target dates may result in grade related consequences.** *Student initial:* _____
- ****Know that, upon completion of my service learning, my mentor-teacher will evaluate my attitude and performance in relation to how well I:** *Student initial:* _____
 - Work with students
 - Take initiative, “jump right in” as appropriate
 - Am actively engaged in appropriate classroom activities
 - Exhibit a positive and collaborative attitude
 - Attend as expected and am on time
 - Display a professional demeanor (as reflected in my dress, appearance, and communication)
- ****Send appropriate communication in the event that I am unable to complete the service learning.** *Student initial:* _____
- ****Bring to the attention of my CGCC instructor any difficulties in meeting the expectations for the service learning project as outlined here and in class.** *Student initial:* _____

The undersigned have read and accept the terms of this agreement.

Mentor Teacher/Agency Supervisor

Date

CGCC Service-Learning Student

Date

CGCC Instructor—Primary Service-Learning Instructor

Date