



Principal's Letter of Permission for Employed Teacher Candidates

Students who are employed in a school setting, and completing a certification practicum (Student Teaching or ED 583) or taking Stage 3 field experience with their employer should:

1. Fill-in the student section of the letter (page 2 of this form)
2. Give the letter to your principal for completion
3. Have a conversation with your principal about the following:
 - ✓ Arcadia's requirements for your practicum/field experience
 - ✓ Your expectations for completing the practicum/fieldwork while remaining an employee
 - ✓ Your principal's expectations for your practicum/field experience and employment
4. Return the signed letter to the Office of Field Experiences and Outreach to complete your field placement.

If you have any questions, please contact the Field Experiences and Outreach Office at 267-620-4121.



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Student Section:

Student Name: _____

Employer: _____ School Building _____

Position title: _____ Grade/Subject: _____

Duties of your position: _____

Certification Area(s): _____

Semester and Course # of Practicum/field experience: _____

Principal Section:

The student named above has applied to complete their Arcadia University certification practicum or field experience placement while remaining employed in their current position. Please confirm the information below by checking each box and signing below.

- The employee named above is the teacher of record in a classroom. Yes or No
- The student will complete their practicum/field experience while remaining in their current position.

Please provide the name of a colleague who will serve as a mentor for the teacher candidate. The mentor should hold an Instructional II in the area that the teacher candidate is pursuing. The mentor will serve as a support and point of contact for the Arcadia field supervisor. (See criteria and responsibilities for mentor teachers on following page.) If you have any questions, please contact the Field Experiences and Outreach Office at 267-620-4121.

Mentor's Name: _____ Mentor's certification: _____

Name of Principal: _____

Signature of Principal: _____ Date: _____



Mentor Teacher Information for School Administrators

Criteria for Mentor Teachers

PA Dept. of Education requires that mentor (cooperating) teachers meet the following criteria:

- ✓ Hold the same PA certification that the teacher candidate is seeking
- ✓ Have minimum of three years successful teaching in area of certification
- ✓ Have minimum of one year experience in their current position

Arcadia University requires that mentor (cooperating) teachers meet the following expectations:

- ✓ Meet with teacher candidate for guidance and lesson planning
- ✓ Complete and discuss assessment forms with teacher candidate
- ✓ Communicate with the Arcadia supervisor regarding candidate's performance

If you have any questions, please contact the Field Experiences and Outreach Office at 267-620-4121.