



**Augusta State University  
College of Education  
Department of Teacher Education  
2500 Walton Way  
Augusta, GA 30904**

**Courtesy Placement Agreement for an ASU Teacher Candidate at a Cooperating University**

**MASTER TEACHER:**

1. The Cooperating School's principal must send ASU an e-mail or letter stating that they agree to place the Teacher Candidate in their school and provide a qualified Master Teacher to supervise the Teacher Candidate.
2. ***The Master Teacher must meet the following requirements in order to supervise the Teacher Candidate:***
  - The teacher must have a current teaching certificate.
  - The teacher should have a minimum of three years' successful teaching experience.
  - The teacher must complete Master Teacher training as required by ASU.
3. Augusta State University pays the Master Teacher \$150 to supervise the Teacher Candidate. The Master Teacher must fill out the ***Master/Mentor Teacher Payment Form***. The payment form can be found at the following website under forms:  
[http://www.aug.edu/teacher\\_development/apprentice\\_master\\_teachers.htm](http://www.aug.edu/teacher_development/apprentice_master_teachers.htm)
4. The Master Teacher must read the ***Master Teacher Guide To Supervision of Apprentices*** which is located on the ASU Teacher Education website at the following link.  
[http://www.aug.edu/teacher\\_development/apprentice\\_master\\_teachers.htm](http://www.aug.edu/teacher_development/apprentice_master_teachers.htm)
5. The Master Teacher must successfully complete the online ***Master Teacher Training*** which can be found on the same link as mentioned above.
6. The Master Teacher must complete **10 written evaluations of lessons** taught by the Teacher Candidate and provide a copy to the student. The student is responsible for providing copies of these to the ASU Supervisor. The Master Teacher must also complete a **midterm** and **final evaluation** at the following link:  
[http://www.aug.edu/school\\_of\\_education/pages/livetext.htm](http://www.aug.edu/school_of_education/pages/livetext.htm)

## COOPERATING UNIVERSITY:

1. The Cooperating University enters into a friendly agreement with Augusta State University to supervise the student and provide evaluations so that ASU may enter the final grades for the Teacher Candidate's academic transcript. The Teacher Candidate pays Augusta State University's tuition and apprenticeship fee. The Cooperating University enters into an agreement with the Teacher Candidate and determines their own fee (paid by the candidate directly to them) for the supervision. That agreement is solely between the Teacher Candidate and the Cooperating University who accepts the courtesy placement.
2. The University Supervisor at the Cooperating University must send ASU a letter on their University's letterhead stating that they agree to supervise the Teacher Candidate.
3. The University Supervisor must read the *Guide To Supervision of Apprentices By University Supervisors* which is located on the ASU Teacher Education website at the following:  
[http://www.aug.edu/teacher\\_development/faculty\\_info/apprenticeship\\_supervision.htm](http://www.aug.edu/teacher_development/faculty_info/apprenticeship_supervision.htm)
4. To learn about ASU's requirements, the University Supervisor must successfully complete the online *Master Teacher Training* which can be found on the following link:  
[http://www.aug.edu/teacher\\_development/master-mentor-training.htm](http://www.aug.edu/teacher_development/master-mentor-training.htm)
5. The University Supervisor must complete **3 written evaluations of lessons** taught by the Teacher Candidate and provide a copy to the student and the ASU supervisor. They must also complete a **midterm and final evaluation** at the following link:  
[http://www.aug.edu/school\\_of\\_education/pages/livetext.htm](http://www.aug.edu/school_of_education/pages/livetext.htm)
6. If ANY issues arise during the apprenticeship, the Master Teacher should contact the Cooperating University Supervisor who will IMMEDIATELY contact the ASU supervisor.
7. The Augusta State University contact is:

**Christine McKinney**  
**Field Experience Coordinator**  
**Augusta State University**  
**2500 Walton Way, Box 201**  
**Augusta, Georgia 30904**  
**706-667-4109**  
[cmckinn6@aug.edu](mailto:cmckinn6@aug.edu)

Augusta State University  
College of Education  
Department of Teacher Education  
Phone 706-737-1496  
Fax 706-667-4706

**My signature indicates that I am fully aware of and agree with the expectations above. I understand that if I fail to uphold this agreement, the ASU Teacher Candidate will be required to repeat this apprenticeship experience under the supervision of an ASU faculty member.**

\_\_\_\_\_  
**ASU Teacher Candidate**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Master Teacher**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Cooperating University Supervisor**

\_\_\_\_\_  
**Date**