

ASU Teacher Candidate Guidelines For Securing a Courtesy Placement at another Cooperating University

*Courtesy placement permissions are provided on a limited basis due to extenuating circumstances.
There is no guarantee a courtesy placement will be approved in any given semester.*

1. The ASU candidate will discuss the possible placement with their advisor, the Field Experience Coordinator, and/or the Chair of the Department.
2. **If the ASU candidate has been given permission** to try and secure the placement then it becomes the ASU candidate's responsibility to contact a local NCATE accredited University to secure their acceptance for courtesy placement supervision. 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. The ASU candidate must gather all contact information from that University and pass that information along to the ASU Field Experience Coordinator.
3. 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.
4. **The ASU candidate will work with the Cooperating University** to try and secure a placement in a school district in which they would like to complete their apprenticeship.
5. The ASU candidate is responsible for obtaining all the necessary information including any documents that are required from the school district to secure placement and then sharing that information with the ASU Field Experience Coordinator to determine if there are any liability issues or other problems and concerns that may hinder placement in that district. The ASU candidate must gather all contact information from the local school district and pass that information along to the ASU Field Experience Coordinator. The candidate will provide the contact within the office of the school district and the school, principal, & Master Teacher contact information)
6. The ASU candidate must secure a school in their certification field to complete their apprenticeship under the guidance or direct instructions of the local school district and Cooperating University. The ASU candidate must gather all contact information from that school and pass that information along to the ASU Field Experience Coordinator. 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. The Master Teacher must meet the following qualifications:
 - 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.

7. The Local School District, Cooperating University, and Master Teacher must agree to the terms of supervision as outlined on the Courtesy Placement Agreement. The ASU Candidate, Cooperating University Supervisor and Master Teacher must sign the agreement in order to process the courtesy placement.
8. **If approved**, the candidate requesting a courtesy placement must complete and submit an ASU Apprenticeship Application (located on the Teacher Education website). They must indicate at the top of that application that they are requesting a courtesy placement.
9. It is the candidate's responsibility to complete all requirements in a timely manner in order to be approved for the apprenticeship placement.

**The ASU Certification Officer should be notified if a candidate will be completing a Courtesy Placement at another institution.*