

Process for Securing a Courtesy Apprenticeship Placement at Augusta State University:

1. The home university will contact ASU's Certification Officer to request a student's courtesy placement at ASU.

The home university must send an official letter giving details about student:

Name, address, cell phone, e-mail, etc.

Certification field

Length of student teaching

Contact person (and email and phone) at university

Information on student's prior success in coursework and in past lab experiences

2. The student requesting a courtesy placement must complete and submit an Apprenticeship Application (located on Teacher Education website). They must indicate at the top of that application that they are requesting a courtesy placement.

3. ASU's Certification Officer will contact the appropriate department.

4. The Apprenticeship Coordinator will attempt to make a placement and will contact ASU's Certification Officer with that information. **Courtesy placements are provided on a limited basis. There is no guarantee a courtesy placement can be made in any given semester.**

5. ASU's Certification Officer will contact the student and home university regarding the decision to approve or deny the courtesy placement.

If approved, the student will register for apprenticeship at his/her home university but will be supervised by an ASU Supervisor at a Partner School.

The student must pay \$500 to ASU (due before the semester begins). This money will cover travel expenses for the University Supervisor and a stipend for the Master Teacher. This check needs to be given to the secretary of the Department of Teacher Education BEFORE the apprenticeship experience begins.

Any special evaluation forms must be sent to ASU, otherwise, ASU will use their own system of evaluation. The ASU supervisor will stay in contact with the home university contact person and will alert him/her if any problems arise. They will also share all evaluation information with the home university at midterm and at the end of apprenticeship.

The deadline for all courtesy placement is March 1st.