

Louisiana Tech University Clinical Residency Agreement

Introduction

During Clinical Residency the Louisiana Tech University teacher candidate is engaged in the final, and perhaps most important, stage of the teacher preparation process. It is an opportunity for the candidate to put into action the skills and knowledge that have been acquired during previous quarters in the Teacher Education Program. In large measure, the direct classroom experience of clinical residency serves as the basis for the University's recommendation of the resident for Louisiana Teaching Certification.

There are a number of responsibilities that the resident must assume as she/he begins Clinical Residency. As part of the authorization process to enroll in clinical residency, the candidate should read carefully the following guidelines, sign the agreement, and return it to the CRRC.

Professional Conduct

A great deal of time and effort is expended establishing relationships between the CRRC and various school districts it serves. When residents are visiting schools in any capacity, they should recall that they are representatives of Louisiana Tech University. The impressions that residents make upon the hosting school/teachers will affect not only their future, but also the reputation of the College of Education Teacher Preparation Program. Accordingly, residents should conduct themselves in a professional manner always.

Professional conduct for Clinical Residents includes:

- Personal appearance and dress, comparable to standards and expectations for employed teachers at the assigned school site per district policies.
- Cooperation and professional interaction with colleagues, staff, parent, and students.
- Regular attendance and punctuality during scheduled residency days/hours and at required residency events/meeting: The candidate should sign in /sign out each day in the appropriate log in the school office. Attendance/hours must also be documented in Clinical Residency Weekly Reports and Clinical Residency Quarterly Reports.
- Absences: There are only 10 days of absences allowed for the entire residency program from August-May. If residents are absent for an excused reason or anticipates being late to a school site, she/he should contact her/his Mentor Teacher and the CRRC (crrc@latech.edu) **immediately**. If a resident is absent for an excused reason or anticipates being late to a required university meeting she/he must contact the university faculty/staff member in charge of the meeting ahead of time and arrange to make up the meeting.
- A demonstration of sound judgement as well as knowledge of, and adherence to, school site policies; the ability to be flexible and adaptable; evidence of professional growth and self-assessment.
- Placement: Residency placements are arranged through the CRRC with the approval of the partner district school site. Clinical Residents will not be placed in any school from which they have recently graduated or in a school in which an immediate relative is a leader, student or staff member unless approval has been granted by the CRRC Director. Candidates do not arrange their own clinical placements. Once the candidate is placed, he/she is expected to honor

his/her commitment with the assigned school. Residents are placed with a Mentor Teacher for a full school year. Once assignments are made, the CRRC will contact Clinical Residents with the district in which they have been placed. Clinical Residents will be notified at a later date with specific placement details (school name, grade level/content area, Mentor Teacher name and contact information; and specific instructions for clinical residency at each school/district site). It is the responsibility of the resident to maintain communication with the school district by checking email daily.

- Familiarity and compliance of the resident with all applicable requirements and deadlines of the teacher education program related to Clinical Residency.

In summary, over the course of the Clinical Residency placement, the resident must demonstrate that she/he understands and can assume the professional responsibilities required of a full-time teacher.

Attendance

- Over the course of the Clinical Residency placement, residents will take on daily co-teaching responsibilities. This means that residents will organize their time, to be sure that lessons meet curriculum standards/requirements and are adequately planned and co-taught. Additional time may be required to cover the amount of planning and preparation needed to assume teaching and professional responsibilities. Residents should attend faculty meetings, parent conferences, and other school-related activities during scheduled residency days/hours.
- Attendance and punctuality for scheduled residency days/hours at the placement site and for required residency meetings are essential. Absences during scheduled days/hours should only be for major illness, family emergencies, university excused events, or other mandatory events such as jury duty.
- Required residency meetings: a resident must attend all required clinical residency meetings. If a required meeting is missed for an excused reason, it is the responsibility of the resident to make arrangements with the organizer of the meeting to make-up the meeting.

Termination of Residents from the Louisiana Tech University Teaching Certification Program

The following constitute grounds for withdrawal or termination of a resident from the Teacher Certification Program at Louisiana Tech University:

- False reporting of attendance and activities at the school site (e.g., *Clinical Residency Weekly and Quarterly Reports, Clinical Residency Request for Leave*) or plagiarism in required written assignments (e.g., Unit Plans, lesson plans, *Teacher Work Sample*, etc.)
- Use of profanity or demeaning language with colleagues, staff students, or parents at the assigned school site.
- Sexual harassment or misconduct at the assigned school site.
- Conduct at the assigned school site that would warrant suspension or termination of an employee by the school district where the candidate is placed.

- Continuous lack of preparation on the part of the Clinical Resident as determined by agreement of the Mentor Teacher, school leader, and CRRC Director.
- Excessive absences from scheduled residency days/hours and required meetings.
- Ineffective ratings on multiple evaluations conducted by TEAM members including Clinical Faculty.
- Violation of any of the terms, conditions or policies of this agreement.

I have reviewed this Clinical Residency Agreement. I understand and agree to abide by the terms, conditions, and policies set forth above, related to Clinical Residency.

Print full name

Signature

Date

