



LETTER OF AGREEMENT FOR ADDITIONAL LICENSE PRACTICUM
UNIVERSITY OF WISCONSIN OSHKOSH
CENTER FOR ADDITIONAL TEACHING LICENSES

This letter details the agreement between the University of Wisconsin Oshkosh Center for Additional Teaching Licenses and the (*partner school district name here*) _____ regarding (*teacher candidate name here*) _____.

Practicum in the Center for Additional Teaching Licenses Program is based on the developmental level of a license and is structured on a 9-week equivalency experience. The arrangement of this experience may be adjusted to fit individual school schedules, subject offerings and/or varied candidate needs. The candidate must have a bachelor’s degree and at least one teaching license to seek additional teaching licensure.

The assignment for this candidate is a 3-credit requirement, which translates into a total of at least _____ hours of face-to-face teaching in the new developmental/content area of _____. The candidate will be teaching at _____ school beginning _____.

As part of the practicum, (*name of teacher candidate*) _____ agrees to the following:

- Professional behavior and personal responsibility consistent with that of an experienced educator.
- Complete the Add on Practicum Plan, which is found at <https://uwosh.edu/coehs/addon/practicum/>, and submit it with this agreement.
- Three observations and triad conference meetings with the district and university supervisors.
- Complete a self-evaluation of the practicum experience.

UW Oshkosh will provide the following to the teacher, (*name of teacher candidate*) _____:

- Assistance and guidance during the practicum process.
- A second observation and written evaluation of the observation.
- Participation in triad meetings with the teacher candidate and district cooperating teacher/supervisor.
- Endorsement when the candidate has completed all requirements for licensure.

The (*name of district*) _____ will provide the following:

- Space for the candidate and the university supervisor to meet as needed.
- Permission for the university supervisor to come on-site to meet with the teacher and to observe instruction.
- Clearance from an appropriate district administrator (HR, Personnel, Director, Superintendent, etc.) in order to ensure adherence with district policy.
- An approved district principal who will serve as the cooperating teacher and has completed supervisory training. This person will be (*name of district principal*) _____.

- This district principal agrees to:
 - Conduct an observation and email a written evaluation of the observation to the Center, preferably by _____. The observer may use the Add On Practicum Observation Form found at <https://uwosh.edu/coehs/addon/practicum/> or one that the district currently uses for staff evaluations.
 - Participate in person in a triad conference meeting with the candidate and the university supervisor to discuss this first observation as well as the second observation, which will be conducted by the university supervisor.
 - Conduct the final observation and email a written evaluation of the observation to the Center, preferably by _____. The observer may use the Add On Practicum Observation Form found at <https://uwosh.edu/coehs/addon/practicum/> or one that the district currently uses for staff evaluations
 - Participate in either a phone, in person, or virtual triad meeting with the candidate and the university supervisor to discuss this final observation.

_____ Date

_____ Date

_____ Date

_____ Date