



CALIFORNIA STATE UNIVERSITY  
**FULLERTON**

Department of Elementary and Bilingual Education  
Phone 657-278-4731 Fax 657-278-5133

To: **Student**  
From: **Block Leader, block #**  
Re: **Contract for Success in the Multiple Subject Credential Program**  
Date: **Month xx, 20XX**

As you know, MSCP candidates are required to demonstrate professional behavior in all aspects of their participation in the credential program. Candidates are expected to be knowledgeable about and adhere to the professional standards and policies as stated in the MSCP Handbook. (Available on the department website). This is to inform you of a need to improve in the area(s) of:

*(QUOTE DIRECTLY FROM THE HANDBOOK).*

1. Attendance

- Teacher candidates are required to arrive on time and to attend all class sessions for the entire time without exception.
- Teacher candidates are expected to arrive on time to fieldwork and are expected to be there on the days assigned and/or agreed upon with the Mentor Teacher.
- Teacher candidates are expected to be on time and are required to arrive to the school site at least 30 minutes prior to the first bell and stay until at least 30 after the dismissal bell during student teaching.
- Teacher candidates are expected to attend all days of student teaching. Absences must be excused by the supervisor and/or block leader prior to the start of class and must be made up).

2. General Appearance

- Dress professionally and in accordance with the school site standards.

3. Professionalism

- Demonstrates willingness to complete assigned tasks.
- Takes initiative in all aspects of the MSCP.
- Reacts constructively to criticism.
- Shows emotional control and poise.
- Uses appropriate situational judgment.
- Knows when to constructively criticize and/or praise educational practices.

4. Personal Wellness

- Demonstrates physical and mental capacity necessary to meet the demands of the public school teaching profession.

5. Personal Responsibilities
  - Views self as a member of a professional team.
  - Maintains effective human relations with pupils, other teacher candidates, faculty, cooperating teachers, administrators, district personnel, and parents.
  - Corresponds regularly and professionally with university faculty and school site personnel (i.e. mentor teacher). This includes checking CSUF email at least once per day and accessing electronic information (Titanium, etc.), as needed to remain informed of all MSCP expectations
  
6. Achievement of Program Objectives and Competencies
  - Completes all listed program objectives and competencies of each phase of the program.
  - Demonstrates competency in all TPEs to be recommended for the credential.
  - Competency will be determined by a passing score on all TPE evaluations, which include evaluations of student teaching performance and the four California TPA tasks.
  - Completes satisfactorily all learning tasks assigned by university instructors.
  - Satisfactory completion will be shown through the demonstrated mastery of all assigned readings and other learning tasks, including field based assignments.
  
7. Academic Achievement
  - Maintains a minimum of a “B-” in all coursework.
  - Demonstrates written and oral English proficiency in all aspects of the MSCP.

The issues that have arisen that are not in line with the program standards are as follows:

In a meeting with the mentor teacher on 11-7-17, the following concerns were addressed with the clinical coach:

Bullet Point Dates/Classes and events/issues-Be as specific as possible. Please include course numbers (i.e. EDEL 430, EDEL 439), assignment titles and due dates.

- Mentor teacher (MT) set the expectation of teacher candidate (TC) to be in the classroom between 7:00 and 7:15. The TC has not met this expectation on the following dates:
  - 10-30-17 TC texted at 7:16 she would be late
  - 10-31-17 TC arrived at 7:18
  - 11-3-17 TC arrived at 7:16
  - 11-7-17 TC texted at 6:45 that she would be late, MT okayed it, TC arrived at 7:30

- MT set the expectations that the TC be prepared to teach lessons and the TC shows lack of preparation. For example, the TC had the weekend to prepare for a lesson on Object Pronouns and came in the morning of her lesson and asked for clarification on what an Object Pronoun is.
- MT asked the TC to dress professionally. Example, no jeans, cut off jeans on days other than Fridays. On 11.1.17, the CT wore jeans and a t-shirt stating she had nothing professional clean.
- MT has asked the TC multiple times to be engaged with the students during lessons. For example, the MT shared that after the TC gives instructions, the TC will sit at her desk, shuffle around her papers, look on ipad. This is instead of walking around the classroom, engaging with students, prompting their learning, etc.
- MT shared concern with TC's demeanor when MT is giving constructive feedback. MT shared that the TC's body language and demeanor is not accepting and open to feedback.

In efforts to support your continued professional growth in the program, the following items will need to be addressed and developed. We expect to see improvement immediately. In addition, even if improvement is made, these issues cannot reoccur during the course of the program. You are expected to meet these and all expectations as listed in the MSCP handbook until the completion of your program:

List specific items that need to be improved. If there are assignments that are due please list the assignments and the new due dates.

**(PLEASE AVOID ANY LANGUAGE THAT IS SUBJECTIVE. PLEASE STATE FACTS AND STANDARDS THAT ARE IN THE HANBOOK)**

- The TC must attend and be on time for all classes, fieldwork and student teaching days as required by the handbook or requested by the MT, Clinical Coach, Instructor, Block Leader or university personnel.
- The TC must be in her classroom, as requested by the MT (i.e. fall 2017 by 7:00 am) during student teaching. If the MT does not request a specific time the TC must be in the classroom at minimum 30 minutes before the school day begins and 30 minutes after the school day ends.
- The TC must create a daily sign in/out log that the MT initials daily.
- Before leaving school, the TC must be fully prepared for the next instructional day (i.e. lesson, materials, and curriculum prepared). The TC must review the lessons for the next school day with the MT before leaving the elementary school.
- The TC must attend to details (i.e. thorough preparation) through effective lesson planning. The TC must keep current with the formal lesson plans, as required by the clinical coach, in the student teaching binder.
- The Teacher Candidate must provide effective instruction per the MT'S expectations. The TC must be actively engaged with instruction or with the students while they are learning during all hours of the classroom day. Preparation for lessons, grading and all other non-instruction items will be taken care of before or after school.

- The TC must practice the teaching skills learned in methods courses and by observing the MT in order to increase knowledge and skills regarding the expectations of the field of teaching.
- The TC must follow the expectations of the handbook and of the MT and dress professionally. The TC may not wear jeans on any day of the week – except for Friday.
- The TC must adhere to professional disposition when communicating with MT and listening to feedback from MT. Appropriate responses include being open to communication with body language, having an open tone, asking questions in order to learn and grow, etc.
- The Teacher Candidate must communicate professionally with all school staff.
- The TC must communicate with MT using a dialogue journal and respond to each posting by the MT. The TC should initiate communication in the dialogue journal as needed.

Becoming a teacher is a developmental process. The above expectations for improvement have been generated in response to your actions this semester. This contract begins the date that you receive it and continues until you complete the program. This is a serious concern and we do hope that you will give it your immediate attention. If any of the items listed above are not met, you will receive a No Credit in the course associated and you will be stopped out of the program immediately.

My signature indicates that I have read and understand this document, and I have received a copy of this document. Failure to sign this document will lead to immediate stop out of the program.

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**Name, Teacher Candidate**

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**Date**

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**Name, Block Leader**

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**Date**

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**Jenny Gutierrez, Program  
Coordinator**

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**Date**

(Sign and return this document to **BLOCK LEADER** by **DAY, MONTH X, 20XX** by 5:00pm, via email or in person. Not returning this document by the stated deadline is an immediate stop out.)

