



**TESL Practicum Student and Visitor Observation/Teaching Agreement**

TESL graduate students wanting to observe and/or teach up to a total of two classes in the Global English Institute (GEI) in order to fulfill practicum requirements or visitors wishing to observe a class are required to follow steps 1 and 2 below.

Johnson County Community College (JCCC) reserves the right to deny, modify, or change requests or the terms of this agreement at any time. This agreement applies only to EAP courses taught by faculty at JCCC. Visitors may not teach class.

**Step 1:** Follow this step 10 or more business days before the date you wish to begin your observation/teaching assignment in order for faculty to consider whether or not they can accommodate and grant your request.

TESL Graduate Student: complete parts a-e / Visitor: complete parts c-e

- a) Ask your institution to provide our office with a signed Memorandum of Understanding between it and JCCC or a letter on institutional letterhead stating the terms, conditions, requirements, and goals of the practicum.
- b) Provide our office with proof of professional liability insurance (minimum \$1M in coverage) from the institution you are enrolled at which shows you are covered for the teaching portion of your assignment at JCCC (not necessary for observations).
- c) Determine which class(es) you wish to observe/teach by going to: <http://banweb.jccc.net/student/courses/search/index.php/>. Select the applicable semester. Type "EAP" in the keyword search box and select search for a complete listing of classes, times, and professors.
- d) E-mail the professor of the class you selected with your specific request. Graduate students must make sure their request details all information regarding the practicum assignment including but not limited to dates, times, paperwork, forms, aspects, conditions, or requirements of the practicum assignment, etc. that affect or impact the professor and students.
- e) Wait to receive a reply with further instructions from the professor.

**Step 2:** Follow this step to complete the scheduling process if the professor agrees to your request.

- a) E-mail the GEI director, [gei@jccc.edu](mailto:gei@jccc.edu), at least two business days before the first scheduled observation/teaching date to set up a brief meeting 30 minutes before the first class begins that you plan to observe/teach.
- b) Return this signed agreement to the GEI director at the time of the meeting.

TESL Graduate Students and Visitors Agree to:

- 1. arrive on time, be respectful, and sit quietly for the duration of the class unless the professor agrees to let you participate in the class, and
- 2. observe/teach only for the agreed upon date(s), time(s) and class(es) for a total of two classes (not two classes per professor).

TESL Graduate Students Agree to:

- 1. respect and comply with professor conditions and requests for performing and completing the observation/teaching assignment.
- 2. promptly meet and thoroughly discuss the practicum assignment with the professor at his or her convenience and to his or her satisfaction before and after the practicum assignment and before any required documents, papers, or forms are submitted to your practicum professor/institution.
- 3. ask the professor to sign any document, paperwork, and/or forms only after the entire practicum assignment is completed and all documents, paperwork, and/or forms have been given to and discussed with the professor, if applicable.
- 4. not mention the professor's name in the practicum report unless the professor consents before any observation/teaching assignment is scheduled.
- 5. notify the professor by voicemail or e-mail at least 24 hours (as soon as possible in an emergency) in advance of the scheduled observation/teaching date if you need to cancel or reschedule the observation/teaching assignment.
- 6. provide the professor and GEI director with one complete copy of all reports, forms, notes, and papers related to the practicum assignment within three business days of the practicum assignment due date.

Failure to follow or comply with all or any part of this agreement will result in the appropriate action being taken. For graduate students, this includes but is not limited to notifying your practicum professor and the department chair and/or dean at your institution.

Please complete all of the following information. Your signature means you agree to the terms of this agreement.

Beginning Date: \_\_\_\_\_

Ending Date: \_\_\_\_\_

Student/Visitor Name:	Student/Visitor E-mail:	Student/Visitor Phone:	Student/Visitor Signature:

Practicum Professor Name:	E-mail:	Office Phone:	Course:	Institution: