

KENNEBEC VALLEY COMMUNITY COLLEGE
FAIRFIELD, MAINE

Department of Social Sciences
Early Childhood Education Program



LETTER OF AGREEMENT

I agree to serve as Cooperating Teacher for _____
(name of student)

during the (Fall) (Spring) (Summer) semester of _____
(year)

which will begin on _____ and end on _____
(date) (date)

I have read the Field Placement Handbook and am aware of my responsibilities to the field placement student and to the Instructor. I agree to provide direct supervision, evaluate the student at the middle and end of the semester, and keep attendance records for the KVCC student in conjunction with the Instructor.

I understand that I am making a commitment to mentor the student for the entire semester and may only terminate my responsibilities after consulting with the student and the Instructor.

I understand that ongoing support and assistance is available from the Instructor and will contact her/him immediately should a problem or concern arise.

(Cooperating Teacher's Signature)

(Instructor's Signature)

(Work Telephone)

(Date)

(Email Address)
