

Site Supervisor Designation Form for School Employees

Western Carolina University Teacher Education Program

Student Name:	Banner ID (92#):
School where employed:	
Position during field experience:	
Grade(s) taught:	Subject(s) taught:
Area(s) Seeking License:	
Field Experience Course(s):	
Host Supervisor's/ Cooperating Teacher's Name:	
Host Supervisor's Title:	
Host Cooperating Teacher's email:	
Principal's/Director's Name:	
Principal's/Director's email:	
Principal's/Director's Phone Number:	

Principal's/Director's Approval – All students:

I give my consent for the above student to complete his/her internship in the classroom in which s/he is employed in accordance to the requirements outlined in the student's program Internship/Student Teaching Handbook. I also certify that the student has a clear health record and background check on file with the school and/or school system personnel office as required by North Carolina for school employees.

Principal's/Director's Signature

Date

Cooperating Teacher Approval – Teaching Licensure Students Only:

I give my consent for the above student to complete his/her internship in the classroom in which s/he is employed. I agree to allow the student to assume the responsibilities of a full-time teacher as outlined in the Internship/Student teaching handbook for the student's program.

Cooperating Teacher's (or Mentor) Signature

Date

Student Approval:

I wish to complete my Internship/Student Teaching in the classroom where I am employed. I have completed the following:

- Contacted my personnel office for details about pay and benefits during this experience.
- Submitted Application for Internship/Student Teaching to the Office of Field Experiences.
- Activated and regularly check my catamount e-mail address.
- I am responsible for promptly reporting to my school district any subsequent criminal incidents.

Student's Signature

Date

Return form to: Office of Field Experiences and Licensure

Western Carolina University • Killian 204 • Cullowhee, North Carolina 28723 • voice 828- 227-7314 • fax 828- 227-7610