

MSU Teacher Preparation Program  
**REPORT ON SUBSTITUTE TEACHING BY AN INTERN**

Intern's name: \_\_\_\_\_

**Part I.** To be submitted upon initial approval to substitute teach.

The undersigned agree that the following requirements have been met: (a) The intern judges that he or she is prepared to accept the responsibility of serving as a substitute teacher, and freely chooses to do so. (b) The collaborating teacher determines that the interests of his or her pupils will be served. (c) MSU's field instructor and school liaison determine that the intern is making satisfactory progress in the internship, including the required courses, and so should benefit from the experience. (d) The intern has been qualified and accepted as a substitute teacher in accordance with the school district's policies and procedures.

The intern and collaborating teacher further agree that the following conditions will be met: (e) The substitute teaching does not interfere with the intern's attendance at the MSU courses in which s/he is enrolled or with completion of assigned work in or related to those courses. (f) The collaborating teacher's principal is informed in advance that the intern may or will serve as the substitute.

\_\_\_\_\_  
Intern's Signature

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Collaborating Teacher's Signature

\_\_\_\_\_  
Field Instructor's Signature

\_\_\_\_\_  
School Liaison's Signature

\_\_\_\_\_  
School Administrator's Signature

