REPORT ON SUBSTITUTE TEACHING BY AN INTERN
MSU Teacher Preparation Program Team Two

Intern's name:_____

Collaborating Teacher:_____ School: _____

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

It is generally recommended that the intern's readiness for subbing is most accurately assessed toward the end of week 8 or 9 of fall semester. In some cases, even more time will be needed to be sure the intern is ready to take on that responsibility. Readiness is decided on a case by case basis in consultation with the intern, the collaborating teacher, the field instructor, and the cluster leader.

The undersigned agree that the following requirements have been met:
- 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.
- The collaborating teacher determines that the interests of his or her pupils will be served.
- MSU's field instructor and cluster leader determine that the intern is making satisfactory progress in the internship, including the required courses, and so should benefit from the experience.
- 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:
- 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.
- The collaborating teacher's principal is informed in advance that the intern may or will serve as substitute.

_____   _____
Intern's signature   date   Collaborating Teacher's signature
date

_____   _____
Field Instructor's signature   date   Building Administrator's signature
date

_____
Cluster Leader's signature   date

MSU Teacher Preparation Program Team Two
REPORT ON SUBSTITUTE TEACHING BY AN INTERN
Part II. To be submitted to Cluster Leader at the end of each semester.

Intern's name:_____

Collaborating Teacher:_____ School: _____

The intern substituted for the collaborating teacher on the following occasions:

Date   Extent (enter "1.0" for full days, ".5" for half days)

_____   _____

_____   _____   _____

_____   _____   Intern's signature

_____   _____

_____   _____

_____   _____   _____

_____   _____   Collaborating Teacher's signature

_____   _____

_____   _____

_____   _____   _____

_____   _____   Field Instructor's signature

_____   _____

_____   _____

_____   _____   _____

                                            Building Administrator's signature

TOTAL   _____