

Appendix F

Early Hire Agreement Form

The Early Hire Agreement allows interns enrolled in a Teacher Preparation Program to complete the Master of Teaching Degree while hired as a teacher in a school division. Under this contract agreement the university agrees to provide a university supervisor from the date of hire to the end of the first year of teaching.

The school division agrees to provide a Teacher Mentor who will support the practicing intern for the first year of teaching.

Intern's Name: _____ **Request Date:** _____

Endorsement Area: _____

Address: _____

Telephone #: _____ **E-Mail:** _____

School Division: _____ **School Name:** _____ **Grade:** _____

Mentor Teacher's Name: _____

Telephone#: _____ **E-Mail:** _____

Content Area: _____ **Years of Teaching Experience** _____

Area(s) of Endorsement: _____

University Supervisor's Name: _____

Telephone #: _____ **E-Mail** _____

APPROVAL SIGNATURES

School Division:

VCU:

Director of Human Resource Designee Date

University Supervisor Date

Principal Date

Advisor Date

Department Chair Date

Assoc. Dean of Academic Affairs and Graduate Studies Date

Return to: Dr. Joan Rhodes, Chair, Department of Teaching and Learning, School of Education
email: jarhodes2@vcu.edu or fax at (804) 827-0676.

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