



Dear Field Supervisor,

Thank you for supervising a teacher candidate this semester. We appreciate all of the work you put into making the student teaching internship a positive experience for all parties. As a field supervisor you function as a liaison between the university, the teacher candidate and the cooperating teacher. Your role as a field supervisor is to offer evidence-based feedback which promotes growth to a teacher candidate throughout the clinical field experience. Should concerns arise, please contact me so they may be dealt with before they become problems. In support of MSU's commitment to the environment, all necessary information including the Field Experience Handbook, Roles and Responsibilities, and Field Performance Assessments may be found on our website: <http://www.montana.edu/fieldplacement>

At your earliest convenience, fill out and return to our office all of the initial paperwork. Complete the [contract](#) as well as the [W4](#) and [I9](#) tax forms. Fax these documents to the MSU Field Placement and Licensure Office at 406.994.1950. On your contract, you will choose between two compensation options. You may either select the \$250 honorarium or the Supervision of Teacher Candidates course (EDCI 588). For information about this course, you may review the [syllabus](#). Then, if you choose this course option you will need to [register](#) online. Also, please note that the Human Resources Department at Montana State University may be in touch via email with further instructions regarding background check procedures. At the end of the experience, in-state field supervisors will be contacted with a form to complete for travel compensation. Out-of-state field supervisors will receive instructions for how to complete the contract form to include travel fees in the contract fees. All contracts should be submitted to the Field Placement office no later than September 15th for the fall semester or January 21st for the spring semester.

In addition, carefully read the [Field Experience Handbook](#) to understand the basic expectations of each participant: the teacher candidate, the cooperating teacher, the field supervisor, and the clinical evaluator.

It is our goal that the student teaching internship be a positive experience for everyone involved. We value clear, supportive communication that promotes the development and growth of our teacher candidates as well as our relationships with our K-12 partners. If you should have questions concerning any part of this experience please do not hesitate to contact the Field Placement office or me directly.

With gratitude,

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