

Thank you for welcoming a Plymouth State University graduate student into your school community for the purpose of completing their teacher preparation field experience. The following is a guideline of what we ask you, the School Administrator, to do for the PSU graduate teacher candidate during their field experience. Should you have questions or concerns throughout the student's field experience, please do not hesitate to contact James Kuras at [jmkuras@plymouth.edu](mailto:jmkuras@plymouth.edu) or (603) 535-3344.

*Regarding graduate teacher candidates the School Administrator should:*

- Assume leadership in establishing a climate of acceptance of the teacher candidate by school faculty and staff members.
- Discuss the school's policy for acceptable attire while teaching.
- Assist the teacher candidate in developing an appropriate professional relationship with faculty, staff, students and the community.
- Explain school policies, including emergency procedures.
- Ensure the teacher candidate has met all district required pre-requisites to teach within your district (submission of resume and professional statement, criminal background check, finger-printing, etc.).
- Participate in the observation of the teacher candidate if requested to do so by the Mentor Teacher and/or Clinical Faculty.