

Part A: to be retained by the cooperating teacher

**Professional Seminar Early Dismissal Form-1<sup>st</sup> Placement**

Professional Seminar is a required course in the Elementary, Secondary, and Special Education programs. The seminar is designed to enhance the student teaching experience and runs in conjunctions with students teaching. The time the class meets is set by the respective programs and varies from program to program. The course requires student teachers to return to campus to meet. The seminars are scheduled Tuesday or Wednesday afternoons. Because student teachers are placed around the region, we are unable to set a specific time at which they should leave school in order to get to class on time. Please allow a reasonable amount of time for the student to travel to Mansfield (travel time plus 30 minutes).

Student Name \_\_\_\_\_ Subject area \_\_\_\_\_

School \_\_\_\_\_ Distance to Mansfield \_\_\_\_\_

Is participating in the following professional seminar class during student teaching and may need to leave class early on Tuesdays or Wednesdays depending on the day of their course and their distance from Mansfield.

- ☐ Elementary Education-Meets at 4:00-5:40 every week.
- ☐ Secondary Education-Meets at 4:00-5:40 every week.
- ☐ Special Education-Meets at 4:00-5:40 every week.

Cooperating Teacher Signature \_\_\_\_\_ Approved dismissal time \_\_\_\_\_

Please fill out both top and bottom of form. The cooperating teacher and student teacher each keep one. Student teachers should turn their form into their professional seminar instructor.

Part B: to be retained by the student teacher

**Professional Seminar Early Dismissal Form-1<sup>st</sup> Placement**

Professional Seminar is a required course in the Elementary, Secondary, and Special Education programs. The seminar is designed to enhance the student teaching experience and runs in conjunctions with students teaching. The time the class meets is set by the respective programs and varies from program to program. The course requires student teachers to return to campus to meet. The seminars are scheduled Tuesday or Wednesday afternoons. Because student teachers are placed around the region, we are unable to set a specific time at which they should leave school in order to get to class on time. Please allow a reasonable amount of time for the student to travel to Mansfield (travel time plus 30 minutes).

Student Name \_\_\_\_\_ Subject area \_\_\_\_\_

School \_\_\_\_\_ Distance to Mansfield \_\_\_\_\_

Is participating in the following professional seminar class during student teaching and may need to leave class early on Tuesday or Wednesdays depending on the day of their course and their distance from Mansfield.

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Cooperating Teacher Signature \_\_\_\_\_ Approved dismissal time \_\_\_\_\_

Please fill out both top and bottom of form. The cooperating teacher and student teacher each keep one. Student teachers should turn their form into their professional seminar instructor.