



Dear Colleague:

The following UMaine Master of Arts in Teaching (M.A.T.) students have expressed an interest in doing their student teaching internship in your school system. In some cases, a particular teacher may have been suggested either because the teacher candidate requested this placement or because the teacher has hosted a student teacher in the past. If this meets with your approval, please indicate the teachers to whom the teacher candidates will be assigned and return the request form to me. Please keep in mind that, in most cases, the college requires that the mentor teacher have at least three years of teaching experience, and in your estimation, will be influential in making a positive impact on the teacher candidate's professional development.

Our teacher candidates are required to successfully pass the CHRC/fingerprint requirement, the Praxis I Exams, and Praxis II Exam before they may begin their internship. A number of our teacher candidates are in the process of completing this requirement this semester. They are also required to have a personal interview with the teacher before final acceptance; therefore, this is only a tentative commitment.

We are including a student profile written by the teacher candidate we are seeking to place. We hope this will give the potential mentor teacher a starting point for making a decision to work with the teacher candidate.

**Please feel free to make other assignments** if the suggested placement teacher is not available, chooses not to mentor a teacher candidate at this time, or does not meet minimum requirements. In no case should the teacher candidate make his/her own arrangements with a teacher without your approval.

Because I have a large number of teacher candidates to place for the spring semester, **your prompt consideration of these requests would be greatly appreciated.**

Thank you, again, for your continued support of our Teacher Education Program at UMaine.

Sincerely,

Pamela Kimball  
Field Experience &  
Certification Program Director

PK/rml  
Enclosure

University of Maine  
M.A.T. Internship Assignment

STUDENT:

GRADE/SUBJECT:

PLACEMENT DATES:

TEACHER REQUESTED:

TEACHER ASSIGNED: \_\_\_\_\_ Grade: \_\_\_\_\_

SCHOOL:

ADDRESS:

COMMENTS:

APPROVAL SIGNATURE: \_\_\_\_\_

It is understood that mentor teachers:

- Have a minimum of three years teaching experience whenever possible;
- Are recommended by the administrator as teachers who will be influential in making a positive impact on teacher candidates' professional development;
- Hold current state certification in the assigned content area;
- Are Highly Qualified in their content areas;
- Will review the M.A.T. Handbook and agree to fulfill all expectations and responsibilities of a mentor; and
- Will sign the contract agreeing to host the teacher candidate for the student teaching internship.

UNIVERSITY OF MAINE  
COLLEGE OF EDUCATION  
M.A.T. STUDENT TEACHING CONTRACT

Dear Cooperating Teacher:

Thank you for agreeing to be a supervising teacher for one or more of our Master's of Arts in Teaching (M.A.T.) students during their internship spring semester. As you already know, each M.A.T. intern has had the equivalent of six weeks in school experience during fall semester and a number of interns have previous work in schools as well.

A critical issue is to clearly define the roles and responsibilities of all of us involved. As the M.A.T. intern mentor teacher who has been approved by your administrator and who will be influential in making a positive impact on the teacher candidate's professional development, you will have direct supervision responsibilities for your intern as outlined in the M.A.T. Handbook. All M.A.T. interns will have regular supervision and support by University supervisors and the M.A.T. Coordinator.

You will receive an honorarium for working with the M.A.T. intern. If the intern is working with you for the full 14 week placement you will receive \$300.00. A 7 week placement equals \$175.00.

Please fill out the information below and **return this form and page one of the attached W-9 form** to our office **as soon as possible** in the self-addressed envelope. **Payment cannot be processed without the return of this information.**

Again, thanks for agreeing to work with our M.A.T. interns.

**MAT 10-11 INTERNSHIP 1ST PLACEMENT**  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**MAT**

First Name _____	Last Name _____	_____
Student's Name	Student Teaching Period	Grade Level/Subject Area
_____	_____	_____
Cooperating Teacher(s)	School	School Location

Payment Amount: \_\_\_\_\_

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**Please make check payable to:**

_____	_____
(Please Print Name)	(Social Security Number)

(Street Address)	PLEASE USE HOME ADDRESS	(City)	(State)	(Zip)
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**\*Previously employed by another Dept. at the University of Maine (please check) ☐ Date(s) \_\_\_\_\_ Empl. ID # \_\_\_\_\_**

_____	_____	_____
Signature	E Mail Address	Date

\* Type of certification held \_\_\_\_\_

\* Years of teaching experience \_\_\_\_\_ (2-3) \_\_\_\_\_ (4-7) \_\_\_\_\_ (More than 7)

I \_\_\_\_\_ have \_\_\_\_\_ have not worked with a student teacher before.

\* This information is needed for our accreditation process through the National Council for Accreditation of Teacher Education. No names or social Security Numbers will be compiled with the data.

\*\*DISBURSEMENT \_\_\_\_\_

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M.A.T. STUDENT TEACHING CONTRACT

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**MAT 10-11 INTERNSHIP 2ND PLACEMENT**

**MAT**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Student's Name

Student Teaching Period

Grade Level/Subject Area

Cooperating Teacher(s)

School

School Location

Payment Amount: \_\_\_\_\_

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**Please make check payable to:**

\_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
(Social Security Number)

\_\_\_\_\_  
(Street Address)

**PLEASE USE HOME ADDRESS**

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)

**\*Previously employed by another Dept. at the University of Maine (please check) \_\_\_ Date(s) \_\_\_ Empl. ID # \_\_\_**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
E Mail Address

\_\_\_\_\_  
Date

\* Type of certification held \_\_\_\_\_

\* Years of teaching experience \_\_\_\_\_ (2-3) \_\_\_\_\_ (4-7) \_\_\_\_\_ (More than 7)

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\*\*DISBURSEMENT \_\_\_\_\_

**Master's of Art in Teaching (M.A.T.)  
List of Placement Schools**

Asa Adams School  
Bangor High School  
Brewer High School  
Brewer Middle School  
Bucksport High School  
Central High School  
Dedham School  
Ellsworth Elementary/Middle School  
Ellsworth High School  
Fourteenth Street School  
Glenburn Elementary School  
Hampden Academy  
Leonard Middle School  
Mary Snow School  
Mattanawcook JHS  
Old Town Elementary School  
Old Town High School  
Orono High School  
Orono Middle School  
Penobscot Job Corps  
Reeds Brook Middle School  
Stillwater Montessori School  
Veazie Community School  
William Cohen School