

STUDENT TEACHING, INTERNSHIP or OBSERVATION APPLICATION and FIELD EXPERIENCE AGREEMENT

500 West Guadalupe Road, Tempe, AZ 85283

STUDENTS: Please submit completed application and field experience agreement to the Director of Human Resources: sworters@tempeunion.org. Scanned PDF attachments are preferred. **No photo attachments please. This must be completed prior to being on campus.** ARS 15-534 requires all students participating in a teacher preparation program to obtain a DPS fingerprint clearance card. **A copy of the DPS card must be submitted with the application.** Students who are *not* part of a teacher preparation program requesting placement in TUHSD must be fingerprinted before beginning field experience.

FINGERPRINTS ARE REQUIRED!

- I have attached a copy of my valid DPS Fingerprint clearance card (required for all teacher preparation program participants).
- I do not have a fingerprint card. I understand that I must be fingerprinted by HR prior to beginning my observation.

PLEASE PRINT LEGIBLY AND COMPLETE ALL SECTIONS:

Last Name	First Name
Telephone Number	Email Address

College/University	Name of College/University Coordinator/Advisor
Telephone Number	Email Address

School Requested: *Tempe High Marcos de Niza McClintock Mountain Pointe Corona del Sol Desert Vista Compadre*

Content Area Requested: _____ **Teacher/Mentor Requested:** _____

Placement Type: Observation Internship Student Teaching Service Learning Semester: Fall Spring

How Many Hours/Weeks Needed? _____ **Beginning and Ending Dates:** _____

Hours You Are Available (if restricted due to work or school schedule): _____

Have You Ever Been Employed by Tempe Union High School District? Yes No

If yes, include dates of employment From: _____ **To:** _____ **Location:** _____

BACKGROUND INFORMATION: PLEASE READ CAREFULLY AND SIGN BELOW

This section must be completed by all applicants. **Electronic signatures are not acceptable.** I hereby certify that the information presented in this application is true, accurate and complete. I authorize the investigation of all statements. I understand that misrepresentation, falsification, or omission of pertinent facts will cause forfeiture on my part of all eligibility for any position, including placement as an intern, observer or student teacher. I agree to submit other information requested by the district.

Signature	Date
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Please answer questions truthfully even if the conviction was expunged, reversed, or otherwise set aside. A "Yes" answer will not necessarily result in denial of placement. The District considers all circumstances, including the date and nature of events which led to the actions described. Providing a written explanation helps determine your eligibility and suitability for placement. Failure to complete this form accurately and completely may mean disqualification from consideration, and may also result in prosecution for filing false information with a public agency. Applicants are notified that they must immediately report an arrest or being charged with any of the crimes in A.R.S. 41-1758.03 (B). This statutory requirement includes arrests occurring after initial completion of this form.

PLEASE COMPLETE ALL BACKGROUND QUESTIONS - PAGE 2 > > > >

Please answer every question completely, circling the appropriate response. Attach additional sheets if necessary.

1.	Have you ever used any other name for personal reasons or for employment purposes?	YES	NO
List all other names used: _____			
Dates Used: _____			

2.	Have you ever been convicted of*, admitted committing, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? <i>You must answer "Yes" even if the matter was later dismissed, deferred, vacated or expunged. If you answer "Yes" you must provide dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).</i>	
YES NO Explanation: _____		

3.	Have you ever been dismissed from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? <i>You must answer "Yes" even if the matter was later resolved with any form of settlement or severance agreement, regardless of terms. If you answer "Yes" you must provide the date of termination, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination.</i>	
YES NO Explanation: _____		

Name of Employer: _____ Date of Termination: _____		
Address: _____ Phone Number: _____		

4.	Have you ever had any license or certificate of any kind revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? <i>If you answer "Yes" you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you and the final disposition.</i>	
YES NO Explanation: _____		

Name of Employer: _____ Date of Termination: _____		
Address: _____ Phone Number: _____		

5.	Have you ever been convicted of a dangerous crime as defined in A.R.S.13.705**?	YES	NO
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6.	Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body, or by a current or any previous employer? <i>If you answer "Yes" you must provide the name, address and telephone number of the employer or licensing body and a statement of the accusations against you.</i>	
YES NO Explanation _____		

Name of Employer _____ Date of Termination _____		
Address _____ Phone: Number _____		

* Conviction means the final judgment on a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere, in any municipal, state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken.

** A.R. S. 13.705 (P) defines dangerous crimes against children who are under 15 years old. These include: Second degree murder, aggravated assault resulting in serious physical injury, sexual assault, molestation of a child, sexual conduct with a minor, commercial sexual exploitation of a minor or sexual exploitation of a minor, child abuse, kidnapping, sexual abuse, taking a child for the purpose of prostitution, child prostitution, involving or using minors in drug offenses, continuous sexual abuse of a child, attempted first degree murder, sex trafficking, manufacturing methamphetamine, bestiality, luring a minor for sexual exploitation or aggravated luring a minor for sexual exploitation, unlawful age misrepresentation. You must disclose such convictions on this form.

**Tempe Union High School District
Field Experience Agreement for Student Teachers, Student Interns, and Classroom Observers**

As a student teacher, student intern or classroom observer who seeks field experience to complete my program of study requirements, I acknowledge and agree to the following:

1. My field experience requires prior approval of (i) a qualified teacher who will act as my mentor teacher, (ii) the Assistant Principal – Registrar of the school where I am placed and (iii) Human Resources. I understand that I will not be cleared to be on campus until all required parties have approved my placement.
2. I will not begin my field experience until I provide Tempe Union High School District’s Human Resources Department (i) an executed copy of this field experience agreement, a completed *Student Teacher, Student Intern, and Classroom Observation Application* and a copy of my valid Arizona DPS fingerprint clearance card. I will provide any information requested by the TUHSD Human Resources Department to determine my fitness to work with children.
3. I will work at all times under the supervision of my mentor teacher. If my mentor teacher is unable to serve as a mentor, for any reason, the District may attempt to find another mentor teacher. If a suitable replacement cannot be found, I understand that the field experience will be terminated.
4. Although not an employee of Tempe Union High School District I agree to comply with the policies and procedures that give employees direction and govern the conditions and expectations of their employment that are based on state and federal laws.

I will give particular attention to the following policies:

- **ACA and ACB – Sexual Harassment and Workplace Harassment:** Workplace harassment, including sexual harassment of or by employees is prohibited. Any employee who believes he or she has been harassed should file a complaint with the appropriate supervisor or Human Resources.
- **GBEBB – Staff-Student Relations:** When exercising general supervision over the conduct of students employees will treat students with dignity and respect. Relationships between staff members and students that include "dating," "courtship," or "romantic involvement" are prohibited. These behaviors deviate from ethical or professional standards and shall be deemed unacceptable and contrary to the expectations of District governance. Employees must observe and maintain professional boundaries between themselves and students. Examples of professional boundary violations include:
 - Discussing with a student sexual topics not related to a specific curriculum.
 - Discussing with the student problems that would normally be discussed with other adults, such as marital problems.
 - Giving gifts of a personal nature to a specific student.
 - Using email, text messaging, instant messaging, or other forms of electronic communication to discuss with a student a matter not relevant to the student’s homework, class activity or other school-sponsored activity.
- **EEAG - Student Transportation in Private Vehicles:** During school or school-sponsored functions, students may be transported only in District-approved vehicles. Employees may not transport students in their personal vehicles without obtaining prior consent from the Superintendent.
- **GBEC and GBECA – Drug Free Workplace:** The District facilitates a safe environment for students, employees and the community by requiring a drug-free workplace, mandated in state and federal laws. The nonmedical use, abuse, or possession of drugs and/or use or possession of alcohol is forbidden on District property or at District-sponsored activities.

- **GBEB and GBEB-RB – Staff Conduct/Workplace Bullying:** No employee other than one who has obtained authorization from the appropriate administrator shall carry or possess a weapon on school grounds. Employees shall at all times attempt to maintain order, abide by the policies, rules, and regulations of the District. The District will not tolerate any behavior in the workplace that constitutes bullying. This policy regulation is applicable during normal working hours, at work-related or sponsored functions, while traveling on work-related business, or when using District email, computers, internet access or any other electronic communication system.

 - **EGD, EGAEA, GBEF and IJNDB – Employee Computer and Internet Use; Staff Use of Digital Communications and Electronic Devices; Use of Technology Resources in Instruction:** The use of technology services will support education, research, and the educational goals of the District. The Governing Board requires all employees to adhere to adopted policies and to utilize digital communications and electronic devices in a professional manner at all times. Electronic communications by District employees may be subject to public disclosure and inspection. Use of electronic mail should conform to the same standard of ethics as other forms of school-related business communications. Employees shall not communicate with students via social media for any other purposes but school related, school sponsored, extra-curricular activities or events. Confidential information about employees and students will not be used in email communications due to the risk of improper disclosure. Failure to comply with policy may subject an employee to disciplinary action, up to and including termination.

 - **JR – Student Records:** Student education records are confidential and must not be divulged without parental consent except as specifically authorized by policy.
5. I will seek the advice of my mentor teacher or school principal if I have any questions about my proposed conduct that may violate any of the above laws or policies, and acknowledge that the District may terminate my field experience if I violate any state laws or District policies, or engage in any other conduct that causes others to question my fitness to work with students.

Student Teacher, Student Intern, or Classroom Observation applicants must complete and sign this section, and submit it with the completed application and copy of their valid DPS fingerprint clearance card:

Student Teacher/Intern Printed Name

Signature

Date