

# Early Hire Policy Agreement

The Early Hire Agreement allows interns enrolled in a Teacher Preparation Program to complete the Master of Teaching Degree while hired as a teacher in a school division. Under this contract agreement the university agrees to provide a university supervisor from the date of hire to the end of the first year of teaching.

The school division agrees to provide a Teacher Mentor who will support the practicing intern for the first year of teaching.

Intern's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

School Division: \_\_\_\_\_ School Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Endorsement Area: \_\_\_\_\_ Start Date: \_\_\_\_\_

Mentor Teacher's Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Content Area: \_\_\_\_\_ Area(s) of Endorsement: \_\_\_\_\_

Years of Teaching Experience: \_\_\_\_\_

University Supervisor's Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## APPROVAL SIGNATURES

*School Division:*

*VCU:*

\_\_\_\_\_  
Director of Human Resource Designee      Date

\_\_\_\_\_  
University Supervisor      Date

\_\_\_\_\_  
Principal      Date

\_\_\_\_\_  
Advisor      Date

\_\_\_\_\_  
Department Chair      Date

\_\_\_\_\_  
Exec. Dir., Licensure and Accreditation      Date

Return to Dr. Joan Johnson, Executive Director of Licensure and Accreditation, School of Education, VCU, P.O. Box 842020, Richmond, Virginia 23284- 2020 or fax at (804) 828-1323.

*Revised 03/2018*