Appendix F

Early Hire Agreement Form

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: ___________________________ Request Date: __________________
Endorsement Area: ______________________________
Address: __________________________________________
Telephone #: _______________________________ E-Mail: ______________________
School Division: __________ School Name: ___________ Grade: ______

Mentor Teacher’s Name: __________________________
Telephone#:______________________ E-Mail: ______________________
Content Area:__________________________ Years of Teaching Experience ______________
Area(s) of Endorsement: ___________________ ____________________________

University Supervisor’s Name: __________________________
Telephone #: _______________________________ E-Mail _______________________

APPROVAL SIGNATURES

School Division: __________________________
Director of Human Resource Designee Date

VCU:
University Supervisor Date

Principal Date

Advisor Date

Department Chair Date

Assoc. Dean of Academic Affairs and Graduate Studies Date

Return to: Dr. Joan Rhodes, Chair, Department of Teaching and Learning, School of Education
email: jarhodes2@vcu.edu or fax at (804) 827-0676.

Revised 10/2021