

Excerpt from *Master in Teaching Program: Guidebook to Policies, Procedures, and Resources*, Program Covenant, pg. 9

Expectations and Responsibilities of Faculty

- A. General Program Responsibilities -- Students and faculty can expect faculty to:
1. Support the development of each MIT student while acknowledging ultimate responsibility to the community, which includes the children and youth who attend public schools, their parents, and their caregivers;
 2. Model by language and behavior commitment to the program's conceptual framework;
 3. Prepare and facilitate workshops, learning activities, and lectures that supplement and highlight the major ideas of the program themes and readings;
 4. Prepare for, convene, and assist students in applying the programmatic content to academic, personal and professional situations;
 5. Read, comment upon, and return in a timely fashion, students' required written work turned in for review, including the Master in Teaching Project and portfolios;
 6. Attend all program activities, team business meetings and faculty seminars when not ill or absent for familial, religious, professional activities, or extraordinary circumstances;
 7. Schedule student conferences, adhere to the principles of the social contract, and provide environments free from sexual harassment and discrimination;
 8. Send written notice by the end of the 5th week of each quarter to any student who is having academic trouble and may be in danger of receiving reduced credit;
 9. Conduct advancement to candidacy interviews, confirming students' qualifications to continue in the program; notify in writing students who fail candidacy review informing them that they did not pass review;
 10. Write and conduct evaluation conferences;
 11. Observe, evaluate, and confer with students during student teaching as described in the *Student Teaching Handbook*, which includes returning assessment forms to the MIT Field Placement Office at the end of each student teaching experience;
 12. Meet the annual requirement for all teacher education program faculty members to teach in a K-12 classroom to the extent possible.
- B. Respect for Differences
1. All faculty members acknowledge our own and each other's health, strengths and challenges. We agree to take our work seriously and also maintain our sense of humor and sense of joy. We agree to support one another personally and professionally.
 2. We agree to discuss fully, promptly, and openly any personal disagreements with care and mutual respect.