



COOPERATING TEACHER
COMPENSATION RECORD

SEMESTER/YEAR _____

Mentor Teacher Name _____ SSN _____
Last First MI *required for payment*

Address _____ City _____ State _____ ZIP _____ Phone# _____

School(s) _____ District _____

Student Teacher Name _____ Content Area _____

Policy for Compensating Cooperating Teachers:

- A cooperating teacher is a State of Arizona certified professional educator who is currently employed in an educational setting with students under the age of twenty-two.
- Cooperating teachers who supervise student teachers for the College of Fine Arts at the University of Arizona shall be compensated in a **cash payment of \$500.00 for the semester, payable at the end of the student teaching semester.** Cash payments are reported as taxable income to the Internal Revenue Service (IRS). ****NOTE: In most cases, there is one cooperating teacher for each student teacher, for which the teacher will receive 100% of the cash payment. In the instance two cooperating teachers share equal responsibility, each teacher would be entitled to 50% of the cash payment. Each cooperating teacher must complete a compensation card each semester in order to receive payment.**

Cooperating Teacher Acknowledges the Following:

- The cooperating teacher provides mentoring services as an independent contractor of the U of A. The U of A only provides the overall cooperating teacher objectives to be achieved and the cooperating teacher determines the methods of achieving said objectives; and
- The cooperating teacher understands that the U of A will not withhold taxes from this payment, but the U of A is responsible for reporting payments received under this arrangement to the IRS on form 1099 as required by IRS regulation. The teacher is responsible for paying all applicable Federal and State taxes associated with this arrangement.

- _____ Percent of time as a Cooperating Teacher
*Ex: One Cooperating Teacher = 100% or 2 Cooperating Teachers = 50%
- \$_____ Cash Payment based upon percentage of time as Cooperating Teacher
*Ex: 100% = \$500.00 or 50% = \$250.00
- Are you a US Citizen? Yes No
*If you are not a U.S. Citizen, the U of A requires a photocopy of your Visa before payment can be processed.
- Are you a U of A student? Yes No
- Have you been employed by the U of A in the past twelve months, other than as a cooperating teacher?
 Yes No

If "Yes", indicate home department: _____
 Additional information and paperwork may be necessary for payment

Signature (required): _____ Date: _____

Cooperating Teacher Compensation Procedures

- All compensation cards must be completely filled out and turned in by deadline in order to be processed for payment. ***NOTE:** Any missing information will delay payment.
- Cash payments are issued approximately 4 to 6 weeks after the completion of the University academic semester.
- Cash payments for part-time UA employees: Cash payments are processed as supplemental compensation for cooperating teachers who are currently active part-time employees in a U of A department, and payment will be added to the paycheck received through your home department.

PLEASE RETURN COMPLETED CARD TO

Dr. Karin K. Nolan
 Office of Field Experiences
 College of Fine Arts
 University of Arizona
 1017 N. Olive
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 Tucson, AZ 85721-0004