

COOPERATING TEACHING COMPENSATION RECORD

Cooperating Teacher Name: _____ SSN: _____
Last First MI

Address: _____ City: _____ State: _____ Zip: _____ Phone: _____

School: _____ District: _____ Grade: _____

Email: _____ Student Name: _____

Honoraria:

- The Cooperating Teacher is a certified professional educator who is currently employed in an educational classroom setting. He/she will provide an opportunity for the student to fulfill the goals and objectives as required by the University of Arizona. Cooperating Teachers who supervise student teachers for the UA shall be compensated with a cash stipend of up to \$500.00. The cash payment is reported as taxable income to the Internal Revenue Service.

Cooperating Teacher acknowledges the following:

- The Cooperating Teacher provides mentoring services as an independent contractor to the UA. The UA provides the overall mentor teacher objectives to be achieved.
- The Cooperating Teacher understands that UA will not withhold taxes from this payment, but that UA is responsible for reporting payments received under this arrangement to the IRS on form 1099 as required by IRS regulation. The Cooperating Teacher is responsible for paying all applicable federal and state taxes associated with this arrangement.

☐ I understand that I will receive a COMPENSATION in the amount of \$ _____

- _____ % of time as Mentor Teacher
- Are you a U.S. Citizen? ** ☐ YES ☐ NO
- Are you a UA Student? ☐ YES ☐ NO
- Have you been employed with the UA 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: _____ Date: _____

Teacher instructions: Complete form, print, sign, date, and route to the UA Department responsible for the coordinating teaching agreement.

Department completes this section determining Amount of Payment

The amount of payment received by a Cooperating Teacher will be determined by the total number of hours per week and total number of weeks per semester the student spends with the cooperating teacher. Please check the arrangement which describes your student teacher's placement:

- ☐ **100% time (\$500 payment):** The student spends over 20 hours per week with the Cooperating Teacher for one full semester (12 or more weeks) AND/OR the student's assignment is for less than one full semester (11 weeks or less).
- ☐ **50% time (\$250 payment):** The student spends 11-20 hours per week with the Cooperating Teacher for one full semester (12 or more weeks) AND/OR the student's assignment is for less than one full semester.
- ☐ **25% time (\$125 payment):** The student spends fewer than 10 hours per week with the Cooperating Teacher AND/OR the student's assignment is for 6 weeks or less.

Cooperating Teacher Compensation: Stipend Policy and Procedure:

- Stipends are issued approximately 4 to 6 weeks after the completion of the University academic semester.
- Stipend payment process for UA part-time employees: Stipend payment requests are processed as supplemental compensation for Cooperating Teachers who are **active part-time employees in a UA department**. Payment will be added to your paycheck received through your UA home department. *Please indicate home department (above) when completing the document.