



SBTE Remuneration Documentation
(Undergraduate Practicum/International TESOL)

I. SCHOOL-BASED TEACHER EDUCATOR (SBTE) INFORMATION:

SBTE Name _____ Last 4 digits of Social Security # ____ ____ ____ ____ *(required)*
Previous Name(s) _____ Preferred Email: _____
Home Address: _____ Phone: _____
City: _____ State: _____ Zip: _____

Are you an employee of Nazareth University during the current academic semester?

No _____ Yes *(if yes, please list the department)* _____

II. PLACEMENT INFORMATION:

Name of Teacher Candidate (Student Teacher): _____

School District: _____ Name of School: _____

Placement: _____ Start Date _____ End Date _____

During the time the teacher candidate was in your room did you and another SBTE ***equally share the supervision*** of the teacher candidate?
No _____ Yes *(If yes, you **will equally split** your remuneration with the other SBTE. Please choose an option that states "with two SBTEs")* _____

III. SELECT THE REMUNERATION OPTION:

Please select only ONE option based on your time with the teacher candidate and whether you supervised the teacher candidate by yourself, or with another SBTE.

- Cash Honorarium:** \$50 *(placement with two SBTEs)*
- \$100 *(placement with one SBTE)*

IV. TAX INFORMATION

I understand that according to current tax laws, there may be tax implications related to the remuneration I receive.

Signature _____ Date _____

FOR UNIVERSITY APPROVAL ONLY

Date: _____

Total Payment: _____

AP Type 0022

Payment Description: Supervisor Remuneration

ACCOUNT NUMBER: 11-0307011-53194

Department Head Approval _____