

III. POLICIES, PRACTICES AND PROCEDURES FOR STUDENT TEACHERS

A. Attendance

Student teaching is a full-time experience. When Student Teachers are assigned to a school, they become subject to the calendar, schedules, rules and regulations of that school in the same manner as regular teachers. Student Teachers should be present at the building when Cooperating Teachers are required to be present and should not leave until the appropriate time.

B. Absences

If, due to an illness or emergency, the Student Teacher cannot be present, the Student Teacher must contact the Cooperating Teacher *and* College Supervisor before the beginning of the school work day, preferably no later than the evening before the absence. If an illness or emergency situation results in more than three days of absence, the College Supervisor and the Cooperating Teacher will determine if additional student teaching days are necessary.

C. Calendar

Student Teachers observe the University calendar in regard to major holidays (Christmas and Easter recesses). At all other times, Student Teachers will observe the calendar of the schools to which they are assigned.

D. Classroom Log

Student Teachers should include 2-3 entries per week in the classroom log, noting conclusions/insights gained by the Student Teacher in the daily observation of students, teaching methods, curriculum, classroom management, assessment procedures, and student-teacher interactions. It should note specific performance, behaviors, and needs. The College Supervisor will review the log, usually upon each visit.

E. Assumption of Classroom Responsibilities

After a brief orientation, the Student Teacher should begin to help with the classroom routine. Within the first week some actual teaching should begin. The program of actual teaching should increase week by week until the full teaching load is assumed by the Student Teacher. (No later than the beginning of the fourth week). Adjustments will have to be made to meet individual differences among Student Teachers. Some student teachers will move much faster than others in assuming full teaching responsibilities. Team teaching is also encouraged.

F. Classroom/School Activities

Student Teachers are expected to participate in as many classroom and school activities as possible in order to experience the life of the school. Activities should include the preparation of bulletin boards, parent-teacher conferences, staff meetings, parent/teacher association meetings, and Individualized Education Programs (special education placement). Attendance at some co-curricular events is highly encouraged. In brief, becoming involved in the life of the school and reflecting interest, enthusiasm and commitment are all important in the contact.

G. Due Dates

Student Teachers are notified by the Student Teacher Coordinator of the beginning and ending dates of their student teaching contact, Student Teacher Seminars, and the due dates of the Cooperating Teacher Stipend Form. Other important due dates include the Mid-Term and Final evaluations. Cooperating Teachers are also given these dates in the materials provided during the first week of the contact.

H. Evaluation

The Student Teacher is assessed on an on-going basis throughout the fourteen weeks of student teaching contact by the College Supervisor, and on a daily basis by the Cooperating Teacher. Formative evaluation will occur by means of the Courtesy Call and Observation/Visitations by the College Supervisor, and through the Mid-Term Evaluation completed by the Cooperating Teacher in collaboration with the College Supervisor. Summative evaluation will occur at the end of the contact by means of the Final Evaluation completed by the Cooperating Teacher in collaboration with the College Supervisor. In addition, the College Supervisor is required to complete a Final Narrative Assessment.

I. Grading

A final grade of Pass or Fail is assigned by the College Supervisor utilizing the input of the Cooperative Teacher.

J. Grooming and Attire

Student Teachers are expected to exercise good judgment in their grooming, hygiene and personal appearance. They are expected to dress in a professional manner which conforms to

the established dress code in their school district. The Cooperating Teacher should be consulted to determine district policies regulating dress.

K. Lesson Plans

Student Teachers should be able to prepare satisfactorily written lesson plans and effectively teach the lesson. ***Lesson plans should follow the UDM approved format (which includes daily self-evaluation) until directed by the College Supervisor.*** Daily written plans required for each class taught should be ***submitted to the Cooperating Teacher daily for review and evaluation*** and ***ready for review at the time of the College Supervisor's visitation.*** All lesson plans should be dated and kept in chronological sequence in a notebook.

L. Observations in Other Classrooms

Three classroom observations of other teachers in other classrooms are required. Arrangements for these observations should be made in consultation with the administration and Cooperating Teacher. Use of the Observation Form is suggested as a guide in the observation of other teachers/classrooms (see Appendix). A written report of each observation should be submitted to the College Supervisor at the visitation which immediately follows the observation.

In some districts, additional observations are required. Also, in some districts, seminars are held for Student Teachers by the District. Student Teachers will be notified if the assigned district has these requirements and Student Teachers are expected to fulfill them.

M. Portfolio

Each Student Teacher is expected to have developed a professional portfolio over the course of study at UDM. Most prospective employers will anticipate being shown a professional portfolio during the course of an interview. Throughout the Seminars, Student Teachers will be provided additional information and guidance regarding appropriate usage of the professional portfolio.

N. Professionalism and Ethics

Students are expected to maintain a professional attitude in regard to all activities undertaken during the student teaching experience, including appropriate dress, speech and personal habits.

The beliefs and values of UDM regarding professionalism are enumerated in the ***Teacher Candidate's Code of Professional Ethics.*** Particular care should be taken with the rights of privacy of children and parents. When a Student Teacher is unsure of the procedure to be followed in a given situation, the Student Teacher should consult the Cooperating Teacher. If the Cooperating Teacher is unavailable, the student should consult with appropriate administrative personnel.

Student Teachers are further advised that the cooperating schools extend a professional courtesy to UDM through the placement of student teachers. Because of this professional relationship, no Student Teacher is to make unprofessional remarks about the school's philosophy of education, methods of teaching, or personnel.

O. Seminars

Student Teachers are **required** to attend all seminars at UDM. A student teacher who fails to attend a seminar, whether the absence is excused or unexcused, is responsible for all

announcements and information. The unexcused absences incurred may extend the current assignment. This includes leaving the seminars early.

A required assignment will be specified at the first seminar.

The date and time of each seminar is included on the Student Teacher Placement Form. ***Student teachers should be sure to note these times and allow ample time to arrive promptly.*** Punctuality and participation are essential and indicate professional behavior. Absenteeism or partial attendance will affect the issuance of recommendation letters from University personnel.

P. Substitution

The Student Teacher assumes responsibility for the classroom **only** under the supervision of the Cooperating Teacher. The Student Teacher is not a licensed teacher and, therefore, is not to be utilized as a substitute teacher during the student teaching assignment without the presence and supervision of certified personnel.

Q. Termination

The student teaching contact may be discontinued at any time by the Director of Certification and Field Experiences for the following reasons:

1. Irresponsibility and lack of dependability on the part of the Student Teacher.
2. Failure to successfully implement reasonable recommendations from the Cooperating Teacher and/or College Supervisor.
3. Emotional instability, physical illness and/or lack of preparedness which interferes with planning and teaching duties.
4. Criminal behavior.
5. Immoral/unethical conduct.

R. Placement Change

The student teaching assignment may be changed at the discretion of the Director of Certification and Field Experiences if personality conflicts develop that impede the student teacher's progress. An individual who is removed from student teaching may be given another placement in a subsequent semester, if the education faculty feel that the individual can perform assigned duties in a serious and professional manner. A student teacher who is removed from a second placement for **any** reason will not be given another placement.