

STUDENT TEACHING

Student teaching is viewed by the Education Department of the University of Detroit Mercy as a pivotal professional experience. During this experience, the student teacher is placed under the supervision of an experienced certified teacher chosen by his/her district because of exemplary skills in teaching. This cooperating teacher provides daily support, needed challenges, input, and advice based on his/her observations of the student teacher. Information gained from the cooperating teacher's observations is used to provide consistent and on-going critiques of the student teacher's teaching strategies, knowledge, and skills.

Application for Student Teaching

*Student teaching takes place during the **final term** of the program.* The prerequisites for student teaching are:

1. Acceptance as a teacher certification candidate;
2. Interview with Coordinator of Student Teacher Placements to obtain application;
3. Completion of the curriculum and methods courses with grades of "C" or better or concurrent registration in these during the term preceding student teaching;
4. Completion of ninety-six semester credit hours with a minimum of twenty-four in the teaching major and fifteen in the teaching minor; (or thirty credits in a Group Major [36cr.] and 18 credits in a Group minor[24cr.]
5. A 2.7 academic average in the teaching major, the teaching minor, and the sequence of professional education courses; and
6. A recent physical examination, including a negative TB test.

Applications for student teaching placement must be made **BEFORE February 1 for Term I or Fall placement and BEFORE October 1 for Term II or Winter placement**. All above requirements must be met for the acceptance of the application.

Semester Hours Required

Students who are elementary or secondary majors must register for a minimum of 8 semester hours in student teaching during the semester that they will be student teaching. Fourteen weeks of student teaching are required. Special education majors must register for 6 semester hours of elementary or secondary credit and 6 semester hours of special education credit during the semester(s) they will be student teaching. A full semester of student teaching in general education **and** full semester of student teaching in special education are required for special education majors.

Placements

Placement within the school districts of student choice is dependent upon the willingness of the school district to accept the student and the geographical proximity of the district to the University supervisor. Students will be placed in a classroom under the direction of a full-time teacher who has the appropriate certification and credentials for supervising student teachers. Students choosing NOT to accept a placement secured for them by the Coordinator of Student Teaching Placements, if sufficient time permits, **one**

additional attempt will be made to secure a second placement.

Full-time Basis

Students who register for full-time student teaching will be required to attend their placement on a full-time basis for each day during the 14-week student teaching experience. Students who have exceptional circumstances may register for half-time student teaching with the approval of the Assistant Dean and the Teacher Education Council. They will be required to attend their placement on a daily basis for one half of the school day for a total of two consecutive semesters.

Student Teaching Seminars

All student teachers will be required to attend all student teaching seminars during the semester they are completing the student teaching experience.

Evaluation

Student teaching is evaluated as either Pass or Fail; no letter grade is assigned whether in undergraduate and post degree or graduate programs. Since the Pass/Fail grade carries no quality points, the credits for student teaching are not used in the computation of honors.

Inability to Complete Requirement

Students who are unable to complete the student teaching requirement during the term in which a placement has been secured for them must notify the Coordinator of Student Teaching as soon as they determine that they will not be able to student teach. Students who do not complete student teaching during the semester in which their first placement has been secured will be placed for student teaching again only once.

Students who are not making satisfactory progress in their student teaching placement for any reason(s), if possible, will be offered a second placement in the term during which they are student teaching or during another term. This additional placement in another term will be offered only once and only applies if a student Withdraws (“W”) or receives an Incomplete (“I”) grade.

On-the-Job Placement Requests for Student Teaching

Policy:

Given the pivotal nature of the student teaching experience, the Education Department discourages On-the-Job placements of student teachers (i.e., placements in which the student teacher operates as the teacher in the classroom under the tutelage of a supervising teacher but does not have the daily support of a cooperating teacher); and recognizes that, on **rare occasions**, public school districts/non-public schools may experience need area(s) caused by unique circumstances such as teacher shortage(s). **Based on district/school needs, the Education Department may consider a district/school request of an On-the-Job student teaching placement** for one of their employees only after the following criteria have been met and appropriate information has been submitted to the Coordinator of Student Teacher Placements.

Student Criteria:

- must have taught in one elementary classroom in one building or in the same secondary subject in the same building for one complete school year;
- must have indicated a request for an On-the-Job placement on the Student Teaching application;
- must possess a 3.0 GPA in the professional education courses;
- must have completed all Methods coursework; and
- must have a recommendation from student's academic advisor.
- must complete a separate application for On-the-Job placement (see page 37)

District/School Information:

The student teacher must submit to the Coordinator of Student Teacher Placements a letter from district/school personnel or school principal which meets all of the following criteria:

- must be on district/school letterhead;
- must indicate the district/school's specific need for a teacher;
- must support the student teacher's request for an On-the-Job student teaching placement with specific pertinent data regarding the student teacher's experience and skills;
- must express the district/school's willingness to provide the necessary in-class supervisor of the student teacher (the name of the supervisor should be stated if a designee has been named); and
- must state the district/school's willingness to comply with the supervisory criteria identified below as well as insure the student teacher's compliance, including releasing the student teacher to attend all mandatory seminars.

District/School Supervisor Criteria:

- establish a working relationship with the college supervisor;
- review the student teacher's weekly lesson plans and provide input as necessary;
- make two or three classroom observations weekly;
- confer with the student teacher weekly and provide conference reports to the college supervisor; and
- complete and submit the Mid-term and Final Evaluation forms in a timely manner.

Failure to comply will result in the removal of the student teacher from the On-the-Job placement and possibly from student teaching.

Inability to Complete On-the-Job Student Teaching Requirement

Should a student teacher Withdraw (“W”) or receive an Incomplete (“I”) for an On-the-Job student teaching experience, the Coordinator of Student Teacher Placements will not accept another request for an On-the-Job student teaching placement.

Students who are unable to complete the on-the-job student teaching requirement during the term in which a placement has been secured for them must notify the Coordinator of Student Teaching as soon as they determine that they will not be able to student teach. Students who do not accept or complete on-the-job student teaching during the semester in which their first placement has been secured will be placed for student teaching again one time only and this placement will be under the aegis of a Cooperating Teacher, as well as, a College Supervisor.

Students who are not making satisfactory progress in their student teaching placement for any reason(s) will be offered a second placement in the term during which they are student teaching, if possible, or during another term. This additional placement in another term will be offered only once and only applies if a student Withdraws (“W”) or receives an Incomplete (“I”) grade.

Experiential Credit

The Education Department does not accept experiential learning for credit in courses in the programs leading to initial teacher certification. Student teaching is required of all students seeking initial certification, an initial endorsement in special education, and a new level of certification.

Exemption from Student Teaching

R 390.1124 #3 of the MI Department of Education Teacher Certification states "The directed teaching requirement for the initial elementary or secondary provisional certificate may be waived in full or in part for an experienced teacher as follows:

a) For an applicant with an earned master's degree or higher and 3 years of successful teaching experience at the appropriate level, together with a recommendation from the school superintendent and the sponsoring institution regarding the certificate, the complete requirement of 6 semester hours may be waived.

b) For an applicant with less than an earned master's degree but with 5 years of successful teaching experience at the appropriate level, together with a recommendation from the school superintendent and the sponsoring institution regarding the certificate, the complete requirement of 6 semester hours may be waived."

UNIVERSITY OF DETROIT MERCY POLICY: (revised 6/13/95)

Outstanding teachers who satisfy the MI Department of Education Teacher Certification R 390.1124 #3 may prepare a portfolio for consideration of a waiver of all or part of the student teaching requirement. The Teacher Education Council will consider the request if the following additional criteria are met:

1. Re: teaching experience - Full responsibility for a classroom at the appropriate level and in the major and/or minor areas of endorsement for at least two full years. The remaining years may comprise contacts of less than a full year but contacts of less than a half year do not qualify for consideration.
2. Re: Education courses for certification - A 3.25 gpa in the professional education sequence. All methods courses must be completed at the University of Detroit Mercy before a waiver will be considered. Transfer credits from another/other institutions will not be accepted to meet methods courses or the gpa.
3. Re: academic competence - Passed the MI Basic Skills test with a minimum cumulative score of 780 and a score of at least 260 in all areas of endorsement.

Students inquiring about the waiver of student teaching must obtain an appointment with the Education Department Chairperson for an initial appraisal of the student's eligibility for requesting a waiver prior to initiating this process.

Completed documentation of the items listed below is required one month prior to the deadline for receipt of application for student teaching: For Fall by January 3; for Winter by September 1. To apply for a waiver, a student must submit the application form on pages 35-36 which includes all of the following information:

1.
 - a) statement of applicant's purpose (waiver of student teacher or on-the-job);
 - b) acceptance into the Teacher Education Program;
 - c) degree status (undergraduate/post degree or graduate);
 - d) verification of employment from district, school, and department indicating years of teaching experience at the appropriate level;
 - e) Michigan Basic Skills score (780 cumulative; 260 minimum in each area)
 - f) overall grade point average;
 - g) professional education sequence gpa (3.25 minimum is required);
 - h) gpa in major (3.0 min) and minor (2.7 min);
 - i) area of endorsement.
2. Student must have completed all prerequisites for student teaching as delineated in the Teacher Education Handbook prior to consideration for a waiver of student teaching.
3. All professional education sequence courses must be completed before a waiver of student teaching can be considered.
4. Formal evaluations from the principal of the applicant's school are required for each year of the teaching experience.
5. Letters of recommendations focusing on the reasons supporting a waiver of student teaching are required from all the following:
 - a) Elementary and Secondary Level:
 - 1) school district superintendent, area superintendent of his/her designee;
 - 2) principal from the applicant's school;
 - 3) two full-time UDM faculty members, one of which must be in the Department of Education.
 - 4) department chair [Secondary Level applicants ONLY]
6. Classroom observations by two (2) UDM faculty members (major department head and/or Education faculty) utilizing the Department of Education's formal assessment form. (pages 33-34)
7. A professional teaching portfolio utilizing the Department of Education's formal assessment form. The Teacher Education Council will assess this portfolio on examples of both past and current lesson plans, unit outlines, course designs, committee service, and other materials that exemplify the applicant's proficiency as a successful, experienced teacher. This should include, but is not limited to, such items as copies of pupils' presentations, journals, photos of projects, as well as assessment activities. In addition, this portfolio must demonstrate the student's socially responsible leadership, critical thought, and high ethical standards in a multicultural society.

8. A professional teaching video including at least two complete instructional lessons of the applicant must be submitted. The Teacher Education Council will assess the video by utilizing the Department of Education's formal assessment form (pages 33-34). These unedited videos should display the presentation of the lesson, teacher-student interaction, classroom management style, educational philosophy, and other important professional qualities which must be exhibited by a master teacher.
9. Applicant is responsible for paying the University fees for the waiver process.

9. Final Evaluation form p.1

10. Final Evaluation form p.2

Application for Student Teaching Waiver

Dear Teacher Education Council:

I have met with the Education Department Chairperson for an initial appraisal of my eligibility for requesting a waiver of student teaching. I understand that, before a waiver of student teaching can be considered, complete documentation of the items listed below is required one month prior to the deadline for receipt of applications for student teaching. For Fall, this documentation must be submitted by January 3; for Winter by September 1.

- ___ 1.a I wish to apply for the following exception to my student teaching requirement:
___ waiver
- ___ 1.b I have applied and been accepted into the Teacher Education Program.
- ___ 1.c My degree status is: ___ undergraduate ___ post degree ___ graduate
- ___ 1.d I have been assigned to the same school and grade (elementary) or subject area (secondary) for _____ years. (Verification by district is required).
- ___ 1.e Basic Skills (list scores): GPA
(780 cumulative; 260 minimum in each area)
- | | |
|---------------|--|
| Writing _____ | 1.f Overall gpa _____ (3.0 min.) |
| Reading _____ | 1.g Professional Education gpa _____ (3.25 min.) |
| Math _____ | 1.h Major gpa _____ (3.0 min.) |
| Total _____ | 1.h Minor gpa _____ (2.7 min.) |
- ___ 1.i Areas of expected endorsement:
- | | |
|---------|---------|
| A _____ | C _____ |
| B _____ | D _____ |
- ___ 2. Completion of all prerequisites for student teaching as delineated in the Teacher Education Handbook prior to consideration for a waiver of student teaching.
- ___ 3. Completion of all professional education sequence courses.
- ___ 4. Formal evaluations from the principal of the applicant's school are required for each year of the teaching experience.
- ___ 5. Letters of recommendation focusing on the reasons supporting a waiver of student teaching are required from all of the following:
- A Elementary Level:
- | | |
|-----------|---|
| 5.A.1 ___ | school district superintendent, area superintendent of his/her designee; |
| 5.A.2 ___ | principal from the applicant's school; |
| 5.A.3 ___ | two full-time UDM faculty members, one of which must be in the Department of Education. |
- B Secondary Level:
- | | |
|-----------|---|
| 5.B.1 ___ | school district superintendent, area superintendent of his/her designee; |
| 5.B.2 ___ | principal from the applicant's school; |
| 5.B.3 ___ | department chair; |
| 5.B.4 ___ | two full-time UDM faculty members, one of which must be in the Department of Education. |

I understand that all of the above necessary information must be completed before any further action may be taken on my request.

- ___ 6. Classroom observations by two (2) UDM faculty members (major department head and/or Education faculty) utilizing the Department of Education's formal assessment form. (pages 33-34)
- ___ 7. A professional teaching portfolio that will be evaluated utilizing the Department of Education's formal assessment form. The Teacher Education Council will assess this portfolio based on examples of both past and current lesson plans, unit outlines, course designs, committee service, and other materials that exemplify the applicant's proficiency as a successful, experienced teacher. This should include, but is not limited to, such items as copies of pupils' presentations, journals, photos of projects, as well as assessment activities. In addition, this portfolio must demonstrate the student's socially responsible leadership, critical thought, and high ethical standards in a multicultural society.
- ___ 8. A professional teaching video that will be evaluated utilizing the Department of Education's formal assessment form. (pages 33-34) The Teacher Education Council will assess at least two complete instructional lessons of the applicant. These unedited videos should display the presentation of the lesson, teacher-student interaction, classroom management style, educational philosophy, and other important professional qualities which must be exhibited by a master teacher. In addition, edited video excerpts of other learning experiences which exemplify the applicant's ability must be included.
- ___ 9. I understand that I am responsible for paying the University fees for the waiver process.
- ___ 10. I understand that I **MUST** provide proof of First Aid & CPR Certification.

Signature

Date

Please print name

Application for On-the-Job Student Teaching

Dear Teacher Education Council:

I understand that, before a request for On-the-job student teaching placement can be considered, complete documentation of

the items listed below is required one month prior to the deadline for receipt of applications for student teaching. For Fall, this documentation must be submitted by January 3; for Winter by September 1.

- ___ 1.a I wish to apply for the following exception to my student teaching requirement:
___ On-the-Job
- ___ 1.b I have applied and been accepted into the Teacher Education Program.
- ___ 1.c My degree status is: ___ undergraduate ___ post degree ___ graduate
- ___ 1.d I have been assigned to the same school and grade (elementary) or subject area (secondary) for _____ years. (Verification by district is required).
- ___ 1.e Overall gpa _____(2.7 min.)
- ___ 1.f Professional Education gpa _____(3.0 min.)
- ___ 1.g Major gpa _____(2.9 min.)
- ___ 1.h Minor gpa _____(2.9 min.)
- ___ 1.i Areas of expected endorsement:
A _____ C _____
B _____ D _____
- ___ 2. Completion of all prerequisites for student teaching as delineated in the Teacher Education Handbook prior to consideration for a waiver of student teaching.
- ___ 3. Completion of all professional education sequence courses.
- ___ 4. Letters of recommendation focusing on the reasons supporting On-the-Job student teaching are required from all of the following:
 - A. Elementary & Secondary Level:
___ principal from the applicant's school;

I understand that all of the above necessary information must be completed before any further action may be taken on my request.

Signature

Date

Please print name

