

## OUT OF AREA STUDENT TEACHING

The Reich College of Education is committed to providing quality placements for Teacher Candidates. These placements are selected on the basis of program needs, appropriateness of sites in relation to the college's conceptual framework, accessibility for supervision, and agreements with school districts and personnel to provide the necessary experiences. The Reich College of Education is solely responsible for identifying appropriate placements and determining that students are provided the necessary experiences for meeting program and North Carolina licensure requirements.

Out of area student teaching is defined as a placement located outside one of the regularly approved sites in the geographic areas commonly used by the Reich College of Education. The out of area site is not served by regularly assigned supervisory personnel.

Few requests for out of area student teaching placements are approved. Consideration is given to extreme hardship cases such as the illness of a family member. Requests will be considered on a case by case basis.

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### **Process for requesting out of area placement:**

Students seeking an out of area placement must do the following:

\*Submit a written request **one year in advance** of student teaching to the Assistant Dean of the Reich College of Education. The request must include a detailed rationale and an indication of whether the student is applying for a hardship or a unique teaching experience placement. A form for the request is available in the Office of Field Experiences, 404F, College of Education.

\* The Out Of Area Request Form does **not** replace the Student Teaching Application. An application **must** be on file before the out of area request will be approved.

\* The Office of Field Experiences will send you a notification of approval or disapproval either to the address on the attached form, or to your email address if you prefer.

**\*The request must be approved initially by the student's advisor and the chair of the department in which the student's program is located.**

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### **Please Note:**

*If you are approved for an out of area placement, you will be given specific requirements by the assistant dean. In some cases a special supervisor will be hired for an additional fee of \$1000 - \$3,000. This fee is the responsibility of the student.*



OUT OF AREA REQUEST FOR STUDENT TEACHING

Date \_\_\_\_\_

Name \_\_\_\_\_  
(last) (first) (middle)

Student ID \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ GPA: \_\_\_\_\_

Address \_\_\_\_\_  
**(Please use address where you would like us to mail notification)**

Email: \_\_\_\_\_  
**(Include email address if you prefer that we email notification to you)**

Phone Numbers (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Major \_\_\_\_\_

Advisor \_\_\_\_\_

Department Chair \_\_\_\_\_

Anticipated semester for student teaching \_\_\_\_\_ Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_

Do you have a student teaching application on file with the Field Experiences office?  
Yes: \_\_ No: \_\_ (The Out of Area request will **not** be approved unless an application is on file.)

Rationale for Request (Provide detailed explanation for request. You may attach additional pages and documentation as needed).

Teacher Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Assistant Dean \_\_\_\_\_  
(as appropriate) Date \_\_\_\_\_

Comments \_\_\_\_\_