

Student Teaching Policy Guidelines

Attendance Policy

Student teaching is a fifteen-week course. Therefore, Teacher Candidates must complete the entire semester's experience. Students who are invited to begin the student teaching experience early should consider this opportunity as value-added experience. This opportunity does not result in an early completion of student teaching nor does it provide opportunity to replace days during the required student teaching continuum.

Optional Days and Early Release Days

The Teacher Candidate should be in attendance on all teacher workdays, including optional workdays. If travel or road conditions are unsafe, Teacher Candidates should not attempt to drive. In all such cases, it is important to use good professional judgment. Please notify school and university personnel as indicated below. In general, Teacher Candidates should be able to attend on days when school is in session or when teachers are required to attend. Students should consult with the University Supervisor and the Cooperating Teacher about procedures for bad weather days and for advice about attendance.

Absence Policy

Teacher Candidates are expected to be in attendance each day of the experience. No more than five days for illness, death in the family or other extreme emergencies are allowed. ***Absences in excess of five days must be made up before credit is received for student teaching.*** University Supervisors and the Office of Field Experience must be notified of all absences outlined above at the time of the absence. All other absences must be approved by the supervisor and the assistant dean well in advance. Students may not begin student teaching early in an attempt to accrue days for expected absences.

Steps to Follow When Absent

Notifying others is vital. Contact each of the following as soon as possible and send any plans for assigned classes:

1. Cooperating Teacher at home or at school
2. University Supervisor at home or at Appalachian
3. School secretary
4. Office of Field Experiences

Shadowing Cooperating Teacher

Teacher Candidates should closely align with the hours of the Cooperating Teacher unless the Cooperating Teacher has extended responsibilities. If questions arise, the Teacher Candidate should consult with the University Supervisor and the Cooperating Teacher to determine if modifications need to be made.

Substitute Teaching

Local Educational Agencies (LEAs) differ in their policy concerning the use of Teacher Candidates as substitutes. However, if asked to substitute, the Teacher Candidate may do so after the first three weeks; substituting will only be allowed for the assigned Cooperating Teacher. Substitution is limited to no more than five days. Most systems require the Teacher Candidate to make application as a substitute.

If more than five days are requested for substituting for your Cooperating Teacher, special permission from the Assistant Dean must be attained. If excessive days are used for substituting, the additional days must be made up at the end of student teaching. Payment or non-payment for substituting is governed by the local education agency policy.

Observation Policy

Teacher Candidates are allowed one day to observe classrooms in other schools. The specific day and site used for this purpose are agreed upon by the University Supervisor and the Cooperating Teacher. The purpose of this observation is to gain additional insight into the implications of school diversity upon instructional decisions leading to increased student achievement. An electronic reflection on the visit must be submitted to the University Supervisor as an additional part of the weekly reflection. This observation cannot be used to end student teaching early, nor can it be used during a required professional development day.

Meeting Attendance

Meetings are the vehicle by which much communication and documentation is accomplished. Teacher candidates should attend all meetings that their cooperating teacher deems appropriate. These meetings may include the following:

- Teachers' meetings
- Team meetings
- Departmental meetings
- School-wide Assistant Team (SWAT) meetings
- IEP meetings
- 504 Plan meetings
- Parent Conferences
- Professional Development Opportunities
- School Improvement Team meetings