

CHAPTER 1

ADMINISTRATION AND POLICIES

Student Teaching is one of the major programs at Edinboro University of Pennsylvania. It involves hundreds of professional educators working together each semester to provide positive experiences for student teacher/candidates.

Contractual Agreement

All cooperating teachers must sign an agreement wherein they agree to render their services. The agreement also mandates that the cooperating teacher agree to abide by the policies and procedures of the student teaching program pertaining to observation and evaluation of the student teacher/candidate.

Public School Administrators

The public school administrator is primarily responsible to the local community. However, since he or she administers local policy that may affect student teacher/candidates, he or she has several responsibilities associated with the student teaching program. The administrator is asked to:

1. Recommend periodically to the University those teachers under his or her supervision who are qualified, capable, and desirous of working with student teacher/candidates.
2. Advise the University officials concerning assignments of candidates and the approval of such assignments.
3. Insure the continuity of all educational programs, including student teaching as it relates to the classroom.
4. Advise University officials of any problem that may affect the school program, the student teacher/candidate, or the public school students.
5. Act as a counselor or professional advisor to those candidates who may approach him or her for help.
6. Advise the University as to the overall effectiveness of the teacher preparation program and offer suggestions for its improvement.

It is hoped that they will avail themselves of opportunities to visit classes taught by University candidates. Constructive observations or suggestions made as a result of these classroom visitations will be welcomed.

Selection of Cooperating Teachers

Cooperating teachers are selected jointly by the University and the local school authorities. The local administrator is best informed concerning a teacher's quality of instruction as well as his or her professional attitude and potential influence upon a student teacher/candidate. Since the University places a major emphasis upon the student teaching program, it is imperative that the most competent and professionally minded teachers be selected to participate in the program.

The School Code of Pennsylvania states the following minimum qualifications for a cooperating teacher:

1. Baccalaureate degree;
2. A valid teaching certificate (this may be an Instructional I or Instructional II);
3. Three years of successful experience in an approved school.

In addition, a cooperating teacher must have been recommended by the administration of his or her school, and he or she must have indicated willingness to work with a student teacher/candidate. These two positive factors help to assure the University that the candidates will be welcomed as professional persons and will be accorded appropriate privileges and courtesies. To a great extent the effectiveness of the student teacher/candidate program depends upon the compatibility of the cooperating teacher and his or her assigned "apprentice." This desirable rapport, based on mutual respect and sympathetic understanding, is an important consideration when making cooperating teacher assignments.

Student Teacher/Candidate Requirements

The preparation of student teacher/candidates has many components affecting both the individual and the public schools. While the direct responsibility of the University is to prepare its students for successful careers in education, the primary responsibility of all personnel in education is the welfare of the learners. Therefore, certain requirements must be fulfilled before a student is permitted to begin his or her student teaching assignment in a live classroom with real students. At Edinboro University these prerequisites include:

1. Formal acceptance into the Teacher Education Program through Teacher Candidacy. A minimum quality point average according to your candidacy level.
2. Registration into the Live Text computer program used by the School of Education.
3. Successful completion of ALL Praxis Tests (beginning spring 2006).
4. Sufficient course work that will make graduation possible in the year the student teaching assignment is completed. This normally is interpreted to be 90 semester hours of credited work toward the Baccalaureate Degree.
5. Successful completion of the prescribed course(s) in methods of teaching for the field(s) in which the student teaching will be done including the Level 2 field experience course with a grade of C or better.
6. Completion of sufficient number of credit hours in major field to assure competency in the major as determined by the University.
7. Mandatory attendance at the Student Teaching Orientation meeting the semester before you plan to student teach.
8. Tuberculosis testing with negative results.
9. Act 151 and 34 Clearances.
10. No full time employment while student teaching.

Assignment of Student Teacher/Candidates

Assignment of student teacher/candidates is the direct responsibility of the Office of Student Teaching at Edinboro University. All assignments are made as far in advance of the beginning of the semester as conditions permit. Students complete an application early in the semester in advance of their expected enrollment in student teaching. The students' records are subjected to an academic review to determine eligibility to participate in the student teaching

experience. In reviewing the candidates' placements for junior field experience, all candidates will be assigned placements in urban settings and/or schools with diverse populations. These assignments will be made according to whether or not the candidates had at least one diverse experience in their junior field experience.

Use of the Student Teacher/Candidate as a Substitute Teacher

It is recognized that the student teacher/candidate is more familiar with daily classroom activities than is a substitute teacher. However, the student teacher/candidate is not certified to teach and is not an employee of the Board of Education of the district in which he or she is assigned. The Pennsylvania School Code states that only persons with a teacher's certificate valid in the state of Pennsylvania may work as regular or substitute teachers. It also states that student teacher/candidates may not receive remuneration while student teaching.

Administrators are urged to consider the implications and responsibilities of placing a non-certified person in charge of a class or activity when the cooperating teacher is absent from the school. A properly certified teacher or substitute teacher must be present during the activities assigned to the student teacher/candidate when the cooperating teacher is absent from the building.

Conduct of Student Teacher/Candidates

The student teacher/candidate must govern him or herself by the morals acceptable in the district in which he or she is teaching. Conduct should, at all times, be in keeping with the highest standards of the teaching profession. The student teacher/candidate's conduct must always be above reproach. If violations of such standards occur, the University supervisor should be contacted in a timely fashion.

Removal of a Student Teacher/Candidate from a Placement

In rare instances, it may become necessary to remove a student teacher/candidate from a placement. If this occurs, there are several steps that must be followed in order for the removal and/or transfer to benefit the student teacher/candidate, the classroom from which he/she is being removed, the personnel at the school district, and the University.

First, the cooperating teacher must contact the University supervisor immediately. The supervisor should be at the school when this occurs if possible. Once the supervisor is contacted, the supervisor should contact the director of student teaching.

Second, the cooperating teacher should arrange for a meeting with the student teacher/candidate and the supervisor. At this meeting, the reason for the removal should be discussed and the cooperating teacher and the supervisor should suggest the resolutions to the removal.

Third, the cooperating teacher should inform the school principal of the intent to remove the student teacher/candidate and the reason for the removal. At this time, the cooperating

teacher would have some ideas for resolution and the principal can be assured that the best intentions of all involved would be met.

Fourth, the director of student teaching must be informed of any resolutions to the removal. Resolutions may include removal from student teaching or a change to a more appropriate placement. If the student teacher/candidate is removed from student teaching the director of student teaching and the dean of education will meet with the candidate and provide written documentation of the reason for removal. A plan of remediation and the steps required for the candidate to continue in the program will be documented. In any case, no change of placement should take place without informing the director of student teaching.

Strike Policy

It is the policy of the University that student teacher/candidates not be expected to enter sites where a work stoppage has been declared.

1. If a work stoppage occurs in a school district or other field placement site where an Edinboro University student has been placed, the student will be withdrawn from the site for a period not to exceed five working days.
2. In the event that a work stoppage continues beyond the aforementioned five day period, the student will be reassigned to another site.
3. In the event work stoppage is not resolved in ten working days, the student will receive a permanent alternate field placement site for the student teaching experience.

Snow Day Policy

Student teacher/candidates should be informed by cooperating teachers of established policies in their respective school districts regarding the closing of school during weather emergencies. Generally, this involves participation in telephoning procedures or being informed by radio and television of school closures.

Release of Student Teacher/Candidates for Professional Recruitment

Whenever possible, the student teacher/candidate seeking professional recruitment interviews and visitations should do so after normal school hours. However, when this becomes impractical, consideration may be extended for student teacher/candidates, with the approval of their cooperating teacher and University supervisor, to attend professional placement interviews during the school day. Such absences from student teaching should be kept to a minimum and in no case should exceed three absences. If the allotted three absences have been used for illness or emergency, student teacher/candidates may not exceed this number to attend interviews.

Absences

Student teacher/candidates will attend school per the calendar for the school district in which they are placed. Absences must be explained with a doctor's excuse. Unexcused absences are not permitted.