

## **STUDENT TEACHING PROGRAM**

The student teaching experience involves 12 weeks. The Student Teacher is assigned to a Cooperating Teacher in the public schools and works with that teacher full time throughout the student teaching period. Student teaching is offered both first and second semesters. Supervision during the student teaching experience is provided by the Cooperating Teacher in the public school and by a team of faculty members from the University.

Student teaching is the culminating experience in the professional sequence. The public school classroom is the laboratory where the prospective teacher, under the direction of a master teacher, applies the science of teaching he/she has studied.

1. Student teaching allows the Student Teacher to observe, assist, and teach students cooperatively with a master teacher.
2. Student teaching is a time of assessment for the Student Teacher. It allows opportunities to acquire skills and gain confidence while developing healthy attitudes. Strengths and weaknesses are identified and assessed.
3. Direct contact with students allows the Student Teacher to apply learning principles learned in college classes and early experiences, to manage and discipline the classroom, and to develop competence in teaching.

Student teaching is just one of several components of the Teacher Education program. While it is probably the most significant and perhaps the most important, it is far from the “only” component of teacher preparation.

### **Policies Governing the Student Teaching Experience**

In order to provide for a consistent level of quality in the student teaching program, a number of policies have been established. These policies have been established in order to maintain program standards and the quality of the student teaching experience.

1. Students may student teach either in the fall or spring semester (summer with permission of Director of Teacher Education).
2. All prospective Student Teachers must be admitted to the teacher education program at least one semester prior to student teaching.
3. All courses in the professional education sequence must be completed prior to student teaching.
4. The university will attempt to place the Student Teachers in public or private schools in Kankakee County or nearby counties.

5. It is not recommended that Student Teachers be placed in the schools where members of the Student Teacher's immediate family are staff members.
6. It is not recommended that Student Teachers be assigned to schools in which the Student Teachers have been enrolled as students.
7. It is not recommended that Student Teachers be assigned to schools in which the Student Teachers have been employed in any capacity.
8. Student Teachers are required to attend the Fall Experience. The length of the experience varies with each district. However, it generally consists of the opening workshop days and the first one or two days of school. Educational leniency is available when students miss courses at ONU to complete the Fall Experience.
9. It is not recommended that students work outside the student teaching program or enroll for other courses or directed studies during the semester they are enrolled in student teaching. The department discourages students from engaging in any activity such as choirs or athletics which will endanger success in student teaching. Students who, for any reason, wish to work or take other coursework during the student teaching experience, must petition the Teacher Education Executive Committee for permission to do so.
10. The teaching duties will gradually increase until total responsibility is transferred to the Student Teacher during the student teaching experience. Student Teachers should discuss the transition with the Cooperating Teacher and plan in advance how the transfer of responsibilities will occur at the beginning and end of the experience.
11. No more than one student may be assigned to a Cooperating Teacher in a self-contained classroom. In team teaching situations, more than one Student Teacher may be assigned to a team, but each will be responsible to a different team member.
12. It is recommended that secondary Student Teachers accept responsibility for at least five classes during student teaching. Total responsibility for classes will be assumed on a basis of gradual increase in teaching duties with full responsibility assumed by the Student Teacher. Student Teachers should discuss the transition with the Cooperating Teacher and plan in advance how the transfer of responsibilities will occur at the beginning and end of the experience.
13. It is recommended that Student Teachers discuss classroom management policies and procedures with the Cooperating Teacher in advance of assuming responsibility for the class. Please read all school materials (e.g., teacher and student handbooks) regarding school policies and procedures for classroom and school discipline and management.
14. When feasible, secondary Student Teachers will be assigned a teaching assignment in each of the subjects for which they hope to secure certification.
15. Student Teachers are responsible for their own transportation. The University Supervisor may assist students in forming car pools and finding transportation during the pre-student teaching seminar.
16. Student Teachers will meet the standards of dress, personal appearance, and professional behavior expected of the school staff to which they are assigned. Student Teachers are obligated to follow the policies which other faculty members in that system follow. The schools have the right to refuse to accept Student Teachers who do not wish to conform to the system's standards.

17. Student Teachers will have access to materials in the Curriculum Center and Library during posted hours. Media materials will be sold at cost to students. Curriculum and other library materials are available for use in the Curriculum Center or on a limited circulation basis. The Curriculum Center is located on the lower floor of Benner Library.
18. Student Teachers will not be excused from student teaching responsibilities in order to work, participate in classes on campus, or take part in other university activities. The Student Teachers may be excused for employment interviews with school officials if prior arrangements are made with the University Supervisor and the Cooperating Teacher(s) on a limited basis.
19. Student Teachers are expected to honor the school calendar as established by the school system regardless of the university calendar. When the University is closed for vacation periods, the Student Teacher must assume all living expenses incurred for that period of time.
20. Absences during student teaching will be acceptable for only
  - a. personal illness,
  - b. death in the immediate family,
  - c. employment interviews, and
  - d. other personal reasons, cleared in advance by the Director of Teacher Education.

All absences must be made up at the end of the assignment.

Any absence for personal illness or death in the immediate family must be reported immediately to the Cooperating Teacher and the school. The Director of Teacher Education and the University Supervisor must be informed within 24 hours. Reports from the school nurse or a physician may be required as determined by the circumstances of the absence. Absences due to employment interviews are to be excused at least two weeks in advance of the absences.

When absence cannot be avoided, a Student Teacher should communicate first with the Cooperating Teacher, then the Director of Teacher Education, and the University Supervisor. In no case should the Student Teacher be absent without giving the Cooperating Teacher some advance knowledge of the absence. An attendance record will be submitted to the Teacher Education Office to verify promptness and attendance by the Cooperating Teacher at the end of the assigned period as part of the student teaching evaluation process. This report will become a part of the student's permanent record. Prudence should be shown in being absent during student teaching since school employment officials recognize that attendance patterns evidenced during student teaching frequently continue in subsequent years. Grades for student teaching will be withheld until all required attendance has been completed.

21. Student Teachers will be present at all school-related functions which their Cooperating Teachers are expected to attend regardless of the time of day in which the functions occur. Examples of such are faculty meetings, lunch hour activities, playground duties, parent-teacher meetings, athletic events, etc., in which the Cooperating Teacher is involved.
22. Student Teachers will not serve as substitute teachers during the assigned student teaching experience. Student Teachers may not receive payment for substitute teaching during the student teaching program.
23. If a student is considered to be making unsatisfactory progress, he or she may be withdrawn from the student teaching program by the Director of Teacher Education. The student has the right to appeal such action, with or without counsel.

24. The Director of Teacher Education will review the reports of the Cooperating Teacher and the University Supervisor and submit final grades for all student teachers to the Registrar.
25. The student teaching experience is evaluated on pass-fail basis.
26. Cooperating Teachers will receive \$125 per Student Teacher for the total semester experience; the amount will be prorated for shorter assignments and divided if more than one Cooperating Teacher is assigned. The university must have the social security number and home address of all Cooperating Teachers before an honorarium can be paid.
27. Student Teachers may not participate in administering corporal punishment to students, nor may they serve as legal witnesses for staff members administering corporal punishment.
28. Student Teachers may not socially date students of the schools. Student Teachers should not conduct themselves in any manner which might be construed as questionable in any situation. You are a moral and ethical role model whether or not you want or intend to be.
29. Student Teachers are required to attend student teaching seminars as scheduled during student teaching experience.
30. Student Teachers will assume a neutral role and will maintain un-involvement during a work stoppage and/or strike. In case of a strike in the cooperating school system, the Student Teacher candidate will remain detached from the assignment until the school returns to a normal schedule. In the event that the stoppage continues for a week or more, the University may make other arrangements.
31. In the event that circumstances (e.g., work stoppage, instability in management of the school, incapacity of the Cooperating Teacher) so hinders the ability of the student to receive a meaningful and productive student teaching experience, the University may make other arrangements for the Student Teacher.
32. Olivet will make every attempt to assist the Cooperating Teacher in working with the Student Teacher. Frequent visits will be made and the University Supervisor will make themselves available for consultation at the request of the school principal or Cooperating Teacher.

## INTRODUCTION

The student teaching experience is generally the “high point” of the academic and professional training for the Student Teacher. It also frequently provides some rather traumatic experiences for the young teacher in training.

By accepting a Student Teacher, the Cooperating Teacher adds a new dimension of planning—that of planning experiences which will assist the student in moving toward becoming a competent planner and facilitator of the learning processes for learners. It is often the Cooperating Teacher’s skills in these areas that determine the effectiveness of the professional semester. Due to these relationships, the Cooperating Teacher frequently becomes the most significant influence in the professional preparation of the Student Teacher.

The cooperating school, building principal, and Cooperating Teacher become integral and essential components, along with the University, in the professional preparation of students for entry into the field of teaching.

It is hoped that the cooperating school will receive each Student Teacher as a professional person seeking to assume full responsibilities, status, and certification as a teacher. The capacity to develop dignity, poise, and confidence and to command the respect due a successful teacher should be practiced and developed throughout the student teaching experience.

The University faculty recognizes the demands and responsibilities of working with a Student Teacher, and although it is time consuming, it also is highly rewarding. We feel that the long-range benefits will easily repay the initial investment.

## PLACEMENT IN STUDENT TEACHING

All requests for placement in student teaching are made by or under the supervision of the Director of Teacher Education through the Education office.

The student's application form will be processed for approval by the Teacher Education Faculty. **No student should make any arrangements on his/her own with any school or school personnel to complete a student teaching assignment.** After receiving recommendations concerning placement from appropriate personnel, and noting the student's qualifications and preferences, a contract will be completed by Olivet and mailed for approval to the school district.