

**TLS – 493 - Overview of Student Teaching Policies – Elementary**

1. Teacher Candidates are required to report to their school site/work environ every day no later than the report time required for all teachers. You are to remain at the school site or work a full contract day for teachers remotely. You are encouraged to work as long as your mentor teacher when your schedule allows to maximize your learning.
2. If Teacher Candidates will be absent from student teaching due to illness, religious holiday or other reason approved by the Dean of Students, you must notify your Supervising Practitioner and your Program Supervisor as far in advance as possible. You should have emergency lesson plans available for any and all lessons you were to teach during the time of you absence.
3. Teacher Candidates are expected to attend IEP/504 meetings for their students, faculty meetings or other where attendance by the faculty are required.
4. Teacher Candidates student teaching days will include days spent on campus working remotely as a teacher. For example, working a full day during a grading day with students not on campus counts as a student teaching day. Sitting in with parent teacher conferences also counts. District holidays do not count.
5. Teacher candidates will follow the calendar of the school district where they are student teaching. That is, they will observe the breaks and holidays of the school district of the school where they are student teaching, not the UA holidays/breaks. In the fall semester, teacher candidates will report when teachers report after summer break. In the spring semester, teacher candidates will report when teachers report back after winter break.
6. Teacher Candidates will be observed by their Program Supervisor a minimum of five times during the semester. Teacher Candidates are required to submit written lesson plans to supervisors at least 24 hours prior to the scheduled observation. Teacher Candidates should contact their supervisor at the earliest possible time to reschedule if there is a sudden change in schedule or planned instruction that will interfere with the observation.
7. Teacher candidates are expected to openly communicate with their Supervising Practitioner and Program Supervisor regarding their performance in student teaching. Teacher Candidates are to be reflective regarding their own teaching and participate actively in the dialog with mentors and supervisors. Teacher candidates are expected to act on feedback provided.
8. If in person teaching resumes...1:1 contact between a student teacher and a student is permitted only when either is:
  - a) in plain sight of passersby or witnesses *and* b) in a classroom/office or other unlocked space with the door(s) open and in a building open to the public at the time of the interaction
9. A student teacher is never allowed to transport a minor student in our program with or without parental permission.
10. A student teacher never allowed to administer any form of medication including over the counter drugs to a minor student in our program with or without parent permission. Refer all health needs to the school health office.
11. Satisfactory completion of student teaching (P) requires the following **two** criteria:
  - a) A satisfactory performance on the FINAL student teaching evaluation instrument  
Satisfactory performance is defined as a rubric score of "3" or above for the majority\* of the criteria in each of the four domains on the evaluation instrument. (Learning Environment, Planning & Preparation, Instruction & Assessment & Professionalism & Growth). Satisfactory completion may include emergent scores of "2" provided the majority of individual scores in any one of the four domains are at a level "3" or above, AND
  - b) Satisfactory completion of the student e-portfolio. This includes providing appropriate evidence of required criteria by due date as specified by the program supervisor.

Unsatisfactory completion of student teaching (F) is defined as any **one** of the following criteria:

  - a) An earned rubric score of "not evident" (1) in any criteria on the FINAL student teaching evaluation instrument, OR
  - b) A majority\* of earned "emergent" scores (2) in any one domain (Learning Environment, Planning & Preparation, Instruction & Assessment and Professionalism & Growth) on the FINAL student teaching evaluation instrument, OR
  - c) Submission of an incomplete portfolio or failure to submit a portfolio.
12. You are required to read and know the conditions of student teaching as described in the '20-'21 ST Guidebook.(online) Your signature verifies that you understand and received a copy of these policies.

Print Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*The majority in the Learning Environment domain is four criteria, in Planning & Preparation, the majority is six criteria, in Instruction and Assessment, the majority is eight criteria, and in Professionalism & Growth, the majority is six criteria.