



TLS-493-Overview of Student Teaching Policies – ECE

1. Teacher Candidates are required to report to their school site every day no later than the report time required for all teachers. You are to remain at the school site until the end of the contract day for teachers, unless you have to leave earlier to be on time for an evening UA class. You are encouraged to stay 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 your 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 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 an 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:
 - a) A satisfactory performance on the FINAL student teaching evaluation instrument. Satisfactory performance is defined as a student achieving proficient (3) and/or accomplished (4) scores for the majority of the criteria in each domain. Satisfactory completion may include and emergent score (2) on a criterion or criteria as long as the majority* of individual scores in any one of the domains are at a level 3 or above. These domains are:
For students using the K-3 instrument, there are four: Learning Environment, Planning & Preparation, Instruction & Assessment and Professionalism & Growth.
For students using the Birth – Pre-K instrument there are six: Content, The Learner and Learning, Instructional Practice, Positive Learning Environment, Family and Communities, and Professionalism.
12. 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 on the FINAL student teaching evaluation instrument.

Your signature verifies that you understand and received a copy of these policies.

Print Name/Signature: _____ Date: _____

*K-3 Instrument: 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.

*B-PreK Instrument: The majority in the Content domain is six criteria, in the Learner and Learning, the majority is two criteria – both must be proficient, in Instruction & Practice, the majority is ten criteria, in Positive Learning Environment, the majority is four criteria, in Families and Communities, the majority is three criteria and in Professionalism, the majority is six criteria.