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## Student Teaching Expectations & Policies

- All policies for student teaching may be found in the Shepherd University Teacher Education Practicum Manual.
- Students sign a statement indicating all policies will be followed throughout the student teaching placement(s).
- In the event that students do not follow these policies and/or engage in behaviors that are unacceptable to the host placement and/or do not meet expectations for successful completion of student teaching, the procedures detailed in it for either a voluntary or involuntary withdrawal from the student teaching experience may take place.

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## Student Teaching Prerequisites

- ☐ Successful admission to Juncture 2/Retention II.
- ☐ Submit passing scores of Praxis II content exams by posted deadline.
- ☐ Student Teaching Application turned in by posted deadline.
- ☐ Completion of any county specific student teaching requirements including, but not limited to, acquiring a student teaching permit, fingerprinting, and TB testing.

## Student Teaching Assignments

- ☐ Contact cooperating teacher, and schedule meeting prior to the beginning of the student teaching assignment.
- ☐ Student teachers are required to complete the outline of responsibilities and schedule with the cooperating teacher during the initial meeting.
- ☐ Students must attend orientation on the first Tuesday of the semester.

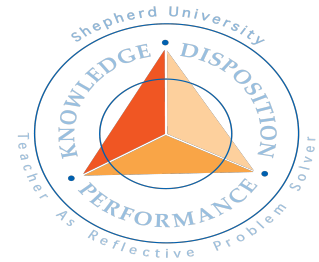
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- Attendance
  - Teacher candidates follow the same daily schedule as teachers and follow the school system calendar.
  - Absences are strongly discouraged.
  - In the event of an absence, the teacher candidate must contact the cooperating teacher PRIOR to the absence and have her or him sign the attendance form which must be turned in to Shepherd within one week.
  - More than three excused absences may necessitate an extension of student teaching.
  - Please note: student teachers are not permitted to serve as a substitute teacher during the student teaching placement, even if the candidate is recognized as a substitute teacher in the county.

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## Planning and Teaching

- After a brief time observing the class, teacher candidates should take responsibility for independently planning high quality lessons and assessment for one class/activity at a time.
  - By week five, the teacher candidate should have assumed all daily planning and teaching responsibilities.
- Plans should follow the format designated by the cooperating teacher or university supervisor and be approved by the cooperating teacher before implementation.
- Plans should be stored along with any written feedback and personal reflections, performance reviews, and student teaching activities checklist.
- Plans should be available for review by the university supervisor and cooperating teacher throughout the semester.

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## Additional Student Teacher Responsibilities

- Setting up Observations. Identify specific days and times for observation and post observation conferences.
- Assignments
  - Placement Information Packet
  - Student Teaching Activities List
  - Performance Review Goals
  - Lesson Plans
  - Summative Self-Evaluation
  - Teacher Performance Assessment which is introduced in a course, EDUC 400/527 concurrently with student teaching.



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# Withdrawal Procedures

## Practicum Manual: The Student Teaching Semester

### Voluntary Withdrawal

The student has the right to terminate her/his practicum assignment.

Student responsibilities:

- Provide written notification to public school and University personnel of decision and reason(s) for withdrawal
- Withdraw from University course, if applicable
- Return any borrowed materials, records, and/or keys to rightful owner
- Student shall be evaluated by the Professional Education Unit Council for future retention in the Teacher Education Program

### Involuntary Withdrawal

Field-based students may be removed from placement under any of the following circumstances:

1. Formal request by public school administrator or appropriate teacher to terminate placement.

**ACTION:**

- Termination is immediate
- Student shall be informed of decision of public school personnel
- Student shall be evaluated by the Professional Education Unit Council for future retention in the Teacher Education Program



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## **Withdrawal Procedures (continued)**

### **Practicum Manual: The Student Teaching Semester**

#### **Involuntary Withdrawal**

2. Student does not demonstrate an acceptable level of competence or behavior as evidenced by:

- a. Negative evaluations by public school and/or University personnel, and/or
- b. Requests by public school personnel for additional support and/or re-evaluation of student's ability

#### **ACTION:**

- Student informed of inadequate performance by public school and/or University personnel
- Student given opportunity to correct deficiencies, if applicable, within a given time period. Additional supervision may be provided.
- Student will be re-evaluated for retention or removal
- Removal requires written notification and justification by the Director of Teacher Education
- Student shall be evaluated by the Professional Education Unit Council for future retention in the Teacher Education Program

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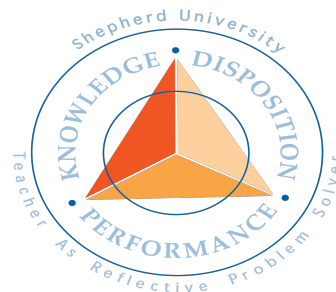
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## Shepherd University Code of Conduct for Teacher Candidates in the Field

- The Shepherd University Code of Conduct for Teacher Candidates (TCs) in the Field has been developed to aid TCs in their professional development during field placements.
- The School of Education at Shepherd University holds its TCs to the highest standards with the mission to foster prospective teachers that inherently display professionalism in all teaching and learning environments.
- Field placement is a privilege that the TC must respect. In consistency with the mission of the Shepherd University Code of Conduct for Teacher Candidates in the Field, TCs are to perceive field placements as a privilege and an opportunity to mature.





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## Professional Dress Code



The field placement dress code takes first precedence to the Shepherd University “Professional Dress Code” of the Shepherd University Code of Conduct for Teacher Candidates in the Field. If the field placement dress code does not address any of the components of the Shepherd University Dress Code these are the requirements:

**Skirt, Dresses, or Shorts Length:** When the TC is wearing a skirt, dress, or shorts, those items of clothing must rest no shorter than three inches above the knee. The slit of a skirt, dress, or shorts must come to no higher than three inches above the knee.

**Safety:** In some learning environments additional safety precautions may be required. In these instances TCs are required to abide by all safety measures at all times. These may include but are not limited to wearing a hard helmet or footwear that provides proper ankle support, etc.

**Footwear:** All footwear must cover the entire foot and toes. Therefore this prohibits wearing flip-flops, sandals, etc.

**Piercings:** Teacher Candidates are not permitted to wear gauge earrings or any other visible piercings other than one set of standard earrings.

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## Professional Dress Code (Continued)

**Tattoos:** Tattoos that depict racism, sexism, violence, sexual imagery, or obscene phrases, or are gang-related, or drug-related may not be visible.

**Hats:** Teacher Candidates are not permitted to wear any hats, sweatbands, bandanas, etc. The professor might allow the TC to wear a hat when outdoors.

**Jewelry:** Teacher Candidates are not permitted to wear jewelry that depicts racism, sexism, violence, sexual imagery, or obscene phrases, or are gang-related, or drug-related may not be visible.

**Clothing:** Teacher Candidates are not permitted to wear clothes that depict racism, sexism, violence, sexual imagery, gang-related, obscene phrases, or that are drug-related. Additionally, TCs are not permitted to wear any midriff-revealing clothes, jeans, T-shirts, sunglasses, hats, exposed undergarments, work uniforms, or worn-out clothes that have stains or holes, etc. Tops must rest no lower than 3 inches below the clavicle. Any clothing that distracts students' learning is prohibited. The course professor may make exceptions as needed that are in alignment with the school, county, or field placement policies. For example, the professor might allow the TC to wear sunglasses when outdoors.

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## Resources

- Shepherd University
- Code of Conduct for Teacher Candidates in the Field
- The Practicum Manual
- Student Teaching Semester

[www.shepherd.edu/education/studentteaching](http://www.shepherd.edu/education/studentteaching)

