Guidelines for Key Participants in the Student Teaching Experience

There are six parties who play key roles in the successful completion of a student teaching experience. They are the School District, the University Liaison, the Mentor Teacher, the Student Teacher, the University Supervisor and the University. Each role is defined as follows:

**The School District shall. . .**
- expedite the processing of student teaching applications and notify the University through the University Supervisor of its decision as early as possible.
- accept as a condition of this agreement the University’s policy with respect to a Student Teacher’s position in the event of a strike or work stoppage in the School District. This policy requires that the Student Teacher remain neutral and confer with his or her University Supervisor.
- provide each Student Teacher with the same liability protection provided to the regular teaching faculty of the School District.
- secure the approval of the University Supervisor before utilizing the student teacher in any unusual manner or in any emergency situation. Student Teachers may not serve as substitute teachers.
- provide the Student Teacher with suitable space and facilities to perform his or her assigned responsibilities.
- make available to the Student Teacher all appropriate student handbooks, teacher handbooks, curriculum guides, and school and school district policies.
- direct the Mentor Teacher, on or before the end of the student teaching assignment, to prepare a final evaluation of the Student Teacher’s performance, using the form provided by the University. This evaluation shall be subject to the provision of Public Law 93-380, the Family Education Rights and Privacy Act of 1974.
- provide substitute teachers, at no cost to the University, when the Mentor Teachers and Student Teachers are released for inservice training directly related to student teaching activities.
- have the right to terminate the student teaching assignment for cause, at anytime.

**The University Liaison shall. . .**
- have a current and valid teaching certificate (in addition to a Type 75 administrative certificate or Type 10 Supervisory certificate).
- act as a link between the Mentor Teacher and the University Supervisor for normal student teaching situations. Should unusual problems result, either in terms of professional preparation or professional ethical/moral situations, the University Supervisor shall be notified immediately for consultation and/or additional expertise.
- ensure that the Student Teacher not be utilized in any unusual manner or in any emergency situation. In the event this should occur, it is the responsibility of the District Liaison to immediately notify the University Supervisor. Further, candidates will not be utilized to provide physical restraint or for crisis intervention as outlined in the “Western Illinois University Position on Physical Restraint and Crisis Intervention.”
- ensure that the Student Teacher will not serve as a substitute teacher. The candidate will not accept any honorariums or salary for any activities (e.g., coaching, directing, supervising, or sponsoring) normally carried out by faculty in the school as part of their regular or extracurricular duties.
ensure that the Student Teacher has suitable space and facilities to perform his or her assigned responsibilities.

ensure that the Student Teacher has access to all appropriate student handbooks, teacher handbooks, curriculum guides, and school and school district policies.

provide one classroom observation of the Student Teacher. Further, she or he will meet with the University Supervisor, Mentor Teacher, and Student Teacher if there are any significant concerns about the student’s orderly progress through the program.

provide prompt responses to requests for information from the University and/or the University Supervisor for all relevant information pertaining to student progress and all reporting requirements for administrative needs.

The Mentor Teacher shall . . .

put forth her or his full faith and effort as the primary supervisor to ensure that the Student Teacher receives an outstanding professional learning experience, consistent with the conceptual framework of the University TEP. Should unusual problems result, either in terms of professional preparation or professional ethical/moral situation, the University Supervisor shall be notified immediately for consultation and/or additional expertise.

provide constant, constructive, daily feedback which will allow the Student Teacher to make orderly growth during the professional student teaching experience.

attend a seminar on Evaluation presented by the University Supervisor and use that model to supervise the Student Teacher.

accept as a condition of this agreement the University’s policy with respect to a Student Teacher’s position in the event of a strike or work stoppage in the School District. This policy requires that the Student Teacher remain neutral and confer with his or her University Supervisor.

attend and complete any workshops provided by the University relating to improving the student teaching experience in person or on line.

not allow the Student Teacher to be utilized in any unusual manner or in any emergency situation. Further, candidates will not be utilized to provide physical restraint or for crisis intervention as outlined in the “Western Illinois University Position on Physical Restraint and Crisis Intervention.”

not allow the Student Teacher to serve as a substitute teacher. The candidate will not accept any honorariums or salary for any activities (e.g., coaching, directing, supervising, or sponsoring) normally carried out by faculty in the school as part of their regular or extracurricular duties.

provide the Student Teacher with suitable space and facilities to perform his or her assigned responsibilities.

make available to the Student Teacher all appropriate textbooks, student handbooks, teacher handbooks, curriculum guides, and school and school district policies.

provide the two required evaluations of the Student Teacher. Further, she or he will meet with the University Supervisor, University Liaison, and Student Teacher if there are any significant concerns about the Student Teacher’s orderly progress. These evaluations shall be subject to the provision of Public Law 93-380, the Family Education Rights and Privacy Act of 1974.

provide prompt responses to requests for information from the University and/or the University Supervisor for all relevant information pertaining to student progress and all reporting requirements for administrative needs.

have the right and professional obligation to recommend termination of a student teaching assignment for cause, at anytime.
The Student Teacher shall...

comply with all policies, principles, and procedures contained in the Western Illinois University Student Teaching packet, including attachments. A copy of the information is available to the student teacher on the University website (http://www.wiu.edu/cpep).

put forth his or her full faith and effort to ensure that student teaching is an outstanding professional learning experience, consistent with the conceptual framework of the University Teacher Education Program (TEP). The Student Teacher will perform in a highly ethical and professional manner at all times. Student Teachers will constantly model knowledge of dispositions as called for in each case, and they will use appropriate classroom management techniques as situations present themselves.

read, understand, and enforce the rules and policies of the School District related to teachers and students.

accept constant, constructive, daily feedback which will allow the Student Teacher to make orderly growth during the professional student teaching experience.

attend and complete any workshops provided by the University relating to improving the student teaching experience.

accept as a condition of this agreement the University’s policy with respect to the Student Teacher’s position in the event of a strike or work stoppage in the School District. This policy requires that the Student Teacher remain neutral and confer with his or her University Supervisor.

not be utilized in any unusual manner or in any emergency situation. Further, Student Teachers will not be utilized to provide physical restraint or for crisis intervention as outlined in the “Western Illinois University Position on Physical Restraint and Crisis Intervention.”

not serve as a substitute teacher. The Student Teacher will not accept any honorariums or salary for any activities (e.g., coaching, directing, supervising, or sponsoring) normally carried out by faculty in the school as part of their regular or extracurricular duties.

take appropriate care of the suitable space and facilities as provided by the School District to perform his or her assigned responsibilities.

utilize all appropriate textbooks, student handbooks, teacher handbooks, curriculum guides, and school and school district policies and return them in good repair at the end of the student teaching experience.

meet and discuss with the University Supervisor and Mentor Teacher your progress in the experience prior to the assignment of the final grade by the University Supervisor. The University Supervisor will assign the final grade.

provide prompt responses to requests for information from the University and/or the University Supervisor for all relevant information pertaining to administrative needs.

The University Supervisor shall...

select and recruit cooperating school districts that have educational philosophies consistent with the Conceptual Framework as approved by the University Teacher Education Committee (UTEC).

assist in the selection of appropriate mentor teachers in consultation with University Liaisons and clinical (school district) sites.

develop and provide inservice activities to University Liaisons, Mentor Teachers, and Student Teachers, consistent with the WIU Supervision Model and UTEC’s Conceptual Framework, which
ensure that Student Teachers are appropriately and consistently supervised in a supportive learning environment.

identify Student Teachers who are not performing satisfactorily, provide initial intervention, and collaborate with the Student Teacher’s major university department for remediation plans/training.

act as an Ombudsman for Student Teacher concerns relating to assignments, expectations, and grading during the student teaching experience.

act as a facilitator to provide services to the local School District as required for the successful completion of student teaching experiences and other services requested by the School District as are available.

assign the individual student teacher grade to the student teacher candidate.

remove student teacher from the student teaching experience if the performance is not satisfactory and requires remediation on the University campus.

have a current Type 75 Supervisory Certificate, as well as a current teaching certificate.

work with the mentor teacher and University Liaison to secure required documentation of the student teaching experience.

*The University shall...*

assign a University Supervisor to provide general supervision for all University Student Teachers who will assist the Student Teachers, Mentor Teachers, and University Liaisons.

follow all University policies and procedures

have the right and obligation to terminate a student teaching experience for cause, at anytime.

ensure that only those students properly prepared are permitted to apply for a student teaching assignment.

assume full responsibility of ensuring the proper screening of student teachers through TB test, Illinois State Police background and FBI fingerprint checks.

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