Student Teaching Policies:

The following policies appear in the Educator Preparation Handbook which is updated each year and can be accessed online through the School of Education website (pgs. 14-15 and pg. 96-97)

- Teacher Education students are required to submit an application for student teaching.
- Applicants for student teaching also must show documentation that they have begun the process of registering for the required testing exams for state licensure. Please see the table for testing information based on major or licensure area on page 99.
- All candidates applying to student teach MUST complete a criminal background check form (or an updated form if one was obtained at the time of application to the Educator Preparation Program). The candidate will need to submit the Trak-1 form or the form for the county in which they are student teaching.
- While an effort is made to place teacher education candidates in the school/LEA of their choosing, all final decisions regarding student teaching placements will be made by the Associate Dean of the School of Education in conjunction with personnel directors in the local public schools.
- Once an internship placement has been approved by the school district, it will not be changed unless an unforeseen circumstance dictates doing so. In these rare cases, it is the program coordinator and the Associate Dean of the School of Education who will make this final decision.
- Under no circumstances are students permitted to contact cooperating teachers or school principals to discuss placement options.

Teacher education candidates may not be permitted to student teach if, at the commencement of the semester in which the internship is scheduled, any of the following conditions exist:

- The candidate has not successfully completed all the requirements of Gateway #4 (Exit from Methods) by EPP faculty
- The student has not completed the application for the internship placement
- The candidate has successfully completed all the requirements of Gateway #4 (Exit from Methods) by EPP faculty
- The student has not completed all required professional education and relevant supporting coursework for the discipline area.
- The student has a cumulative GPA of less than 2.50 (for students who entered HPU prior to fall 2012), a 2.75 (for students entering fall 2012) and a 3.0 (for students entering fall 2014)
- The student has an Incomplete in any professional education course
- The student has an unsatisfactory grade of C- or lower in a professional education or supporting course required for licensure.
- The student, if flagged during the Junior Year Review has not satisfactorily responded to the intervention plan outlined by him/her and the Dean of the School of Education
• The current background check is unfavorable.
• The current conduct report from Student Life is unfavorable.

During the fall semester of the senior year, students complete their course work and enroll in Internship I. **Applications to student teach during the spring semester are due by September 19th.** Those enrolled in the teacher assistant program who may qualify for a shortened internship are required to submit that form which is attached to the application no later than September 19th. To qualify for a shortened (10 week) internship experience students must provide documentation of employment as a teacher assistant (TA) for a minimum of three years. **Employment as a teacher assistant must match the licensure area for which the student is seeking licensure and must have occurred within the last five years.** The principal’s or Human Resource Director’s signature is required. All applicants will be required to submit an updated criminal background check prior to being approved for the student teaching internship. An updated conduct report will also be requested from Student Life at this time.

During the spring semester, students enroll in full-time student teaching (Internship II). At this time students will also enroll in EDU 4166 (Using Data to Assess Student Impact in K-12 Classrooms) and those majoring in Secondary or Special Subjects licensure areas will also complete the required EDU 4280 (Discipline & Classroom Management Issues). At the conclusion of student teaching all interns meet for one final seminar to complete licensure paperwork. **Attendance at this final seminar is mandatory. The School of Education is not responsible for any student who is delayed in receiving his/her license due to an unexcused absence from this seminar.**
Internship-II Application

Student Name: ____________

1. What type of placement are you requesting?

☐ Student Teaching
☐ 10-Week Student Teaching

*If you chose 10-Week Student Teaching, you will also need to complete the 10-Week Student Teaching application. This application will need to signed by your principal and returned to the School of Education.

2. In what area are you seeking licensure?


3. If you selected Middle Grades Education, please indicate which two concentrations?

__________________________

4. For what semester are you requesting placement?

__________________________

5. In what setting are you requesting placement? (Boxes where answers can be typed in)

*Note: Placements are at the discretion of the school system and the School of Education. If there is a reasonable need to change the Internship I placement submitted to the Associate Dean of the School of Education and receive approval from the Associate Dean.

Internship/School: ____________
Internship/Teacher: ____________
Internship/Grade Level and/or Subject: ____________
6. Please provide the following information:

   Student ID Number: 
   Social Security Number: 
   Permanent Address: *(this should be the address where you would like your licensure information mailed to)*: 
   Phone Number: 
   Email: 
   Alternate Email: 
   In case of an Emergency, notify (name and phone number): 

7. Given our commitment to compliance with the Americans with Disabilities Act, do you have any physical conditions which might require special consideration in your placement?  
   Yes  No
   *If you answered yes, please give details and explanation on a separate sheet and submit to the School of Education.*

8. Have you ever been convicted of a felony or crimes other than minor traffic offenses?  
   Yes  No
   *If you answered yes, give the date, name of the offense, the trial court including city and state, and any other pertinent information on a separate sheet and submit to the School of Education.*

I have read this application carefully and certify that the information you have given is correct and complete.

*Note: Student teachers shall abide by applicable N.C. Statutes and by the local school's calendar and by all the schedules, policies, and procedures in affect in the schools to which they are assigned. Student teachers will be assigned to any eligible cooperating teacher at any local school on a nondiscriminatory basis.*

☐ Agree  ☐ Disagree

RECOMMENDATION FROM COLLEGE OR UNIVERSITY

As a representative of this institution of higher education, I recommend the above named student as a person whom I believe will perform satisfactorily in the local school system.

Date: 
Signature of IHE Representative: 
TEACHER ASSISTANT REQUEST FOR SHORTENED 10 WEEK EXPERIENCE

Directions and Guidelines

1. Download the form to your computer.
2. Fill in the information requested on the form.
3. Print the completed form – leaving the Verification of Experience/LEA Official and signature blank.
4. After printing, take to your current LEA Official so that they can fill out and sign their portion of the form.
5. Sign and date the application.

School officials will read the application. Be professional.

** Please note: This request DOES NOT replace the “Student Teaching Application”. You must complete both the Student Teaching Application and this request if you would like to be considered for the Shortened 10 Week Experience.
1. What type of placement are you requesting?

- Student Teaching- Shortened 10 week experience

2. For what time period are you requesting placement?

- Fall 20
- Spring 20

3. Please provide the following personal information.

<table>
<thead>
<tr>
<th>Name</th>
<th>Soc. Sec.# - -</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last</td>
<td>First</td>
</tr>
<tr>
<td>Home Address</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

4. School Information

- School Name:
- School Address:
- Principals Name:
- Number of Years as a Teacher Assistant:
- Number of Years as a Teacher Assistant at Your Current School:

5. I understand that this is a formal request for a shortened 10 week student teaching experience. I am also verifying that I am currently a Teacher Assistant with at least three full years of experience prior to this year.

- Date: 
- Signature of Applicant:

**VERIFICATION OF EXPERIENCE/LEA OFFICIAL**

(Please list experience below)

---
| Date: | Signature of LEA Official: | Title: |