



Full Time Employment During Student Teaching Policy & Procedures Spring 2018

Overview: Candidates who apply for student teaching and are offered a full-time teacher of record position during the quarter in which they were going to student teach are required to inform the School of Education that they have received a letter of intent within a week of receiving it. The School of Education must have this information by the specified deadline which occurs the quarter before the experience. We may allow a short grace period after the deadline on a case by case basis; but once that is passed, candidates will be required to student teach in the school district and placement that was found for them by the School of Education. The School of Education will, in most cases, not allow a teacher candidate to work as the teacher of record in their own classroom. However, in some cases, when timing allows, the School of Education will make exceptions to this policy when the teaching candidate has demonstrated exemplary work in their previous field experiences and coursework.

Rationale: Student teaching is a capstone course that allows teacher candidates to learn from an experienced Mentor Teacher; it involves progressive responsibility for teaching in the classroom with support. The School of Education believes that the student teaching experience best supports teacher candidates when they share a classroom with their mentor teacher and are given a full ten weeks to apply their knowledge, skills, and pedagogy they learned throughout their coursework at CWU. We require candidates to apply for student teaching two quarters before they begin in order to have enough time for clearances (i.e., allowing fingerprinting, OSPI background check, etc.) to take place and allowing time for placement in a classroom. If the teacher candidate does not inform the School of Education early enough for changes to be made to their placement their request will be denied.

Procedure:

- Within a week of receiving a Letter of Intent from a School District, the teacher candidate will notify the Director of Field Placement via email. The teacher candidate must provide as much information as they can including School District information, the specific school, and position. The teacher candidates must also outline what they School District delivers regarding mentoring at a building and district level.
- The Director of Field Experiences will review the request, if the school district and CWU have an established partnership, timing and the teacher candidate file to make a determination. Only a minimal number of teacher candidate allowed to be the teacher of record in their own classroom.
- The Director of Field Experience will respond to the candidate within one week of their initial email.
- If the teacher candidate is allowed to be the teacher of record throughout their student teaching placement there must be a signed MOA between Central Washington University and the School District.



SCHOOL *of*
EDUCATION

- The teacher candidate will be required to attend seminars, meet with their field supervisor and complete the edTPA during their time in the Student Teaching Placement.