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## Student Teaching Policies and Responsibilities – All candidates to read and sign

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Candidates are responsible for adhering to all policies, procedures, and responsibilities noted below and within the *Yearlong Internship and Student Teaching Handbook*. Signing the *Applications for Yearlong Internship or Student Teaching* indicates awareness and acceptance of the policies and procedures listed below. The candidate may be removed from student teaching for failure to comply.

1. The goal of the student teaching placement process is to place each student teacher in an environment where maximum professional growth can occur. While a candidate's preference is always considered, other critical factors affect the final placement decision, including the negotiations between the University and the school systems. Therefore, no assurance can be given that placement will be in the desired location. Special circumstances should be discussed with the Director of Field Experiences at the time of application. The candidate is obligated to accept the placement that is arranged. Transportation is the responsibility of the candidate.
2. The candidate may not seek to influence or arrange his/her school placement by contacting administrators, principals, or teachers.
3. The candidate may not complete student teaching in a school where a son/daughter is a student or where a parent, spouse, or other close relative is employed.
4. Student teachers are not placed in schools where they were formerly employed as a teacher assistant, long-term substitute teacher, or coach.
5. The candidate may not accept employment by a school system during student teaching, in positions such as teacher assistant, long-term substitute teacher, or coach. This restriction avoids the potential conflict of interest between the responsibilities of the paid position and the requirements of the academic experience.
6. *Student Teaching/Seminar (+MDSK 4150 for secondary candidates)* is a 15 semester-hour course and constitutes a full-time academic load. Student teachers may not register for additional coursework at any institution of higher education, except through the Academic Petition process.
7. Student teaching places heavy responsibility and time demands on candidates, far beyond what is normally experienced in a 15 semester-hour course load. Part-time employment often interferes with successful performance. Student teaching responsibilities at school or on campus are never waived or modified to accommodate the demands of outside employment. Therefore, part-time employment during student teaching is strongly discouraged. Student teachers who must work are advised to limit their hours and to keep the cooperating teacher and university supervisor fully informed of the arrangements.
8. Student teachers must comply with the policies, procedures, and expectations for teachers of the school system to which they are assigned, including attendance, work hours, dress, and personal conduct. Student teachers follow the holiday calendar of the school system, rather than that of UNC Charlotte.
9. All activities during student teaching are designed to encourage maximum professional growth. Student teachers are responsible for implementing all requirements and expectations described in the *Internship and Student Teaching Handbook*. In addition, student teachers can expect to receive additional requirements and responsibilities assigned by the cooperating teacher and the university supervisor.
10. Attendance and punctuality are mandatory for all daily school activities and for all on-campus events, including Student Teacher Orientation and seminar meetings.
11. Submission of the *Application for Yearlong Internship/ Student Teaching* does not constitute registration for the student teaching course. University course registration must be completed in the regular manner during the pre-registration or registration periods.
12. Final approval for student teaching is granted immediately before the beginning of the semester. If this final screening reveals that the applicant has become ineligible, the candidate must cancel his/her registration, and school system personnel will be notified. If the candidate learns that he/she is likely to become ineligible, or if the candidate decides not to enter student teaching as scheduled, the Director of Field Experiences should be notified immediately. Failure to do so is considered discourteous and unprofessional because of its negative impact on both the University and the school.
13. On the application for admission to the teacher education program, students were asked to disclose all misdemeanor and felony convictions they may have received. Since admission to teacher education, students who are convicted of misdemeanor or felony charges will notify the Office of Teacher Education Advising and Licensure (TEAL) immediately. Failure to do so may result in dismissal from the teacher education program.

I have read the above statement, *Student Teaching Polices and Responsibilities*, and I agree to accept and abide by the policies and conditions stated herein.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_