

Granting Candidates Permission To Be Employed as Teachers
During The Student Teaching Semester
TEC approved 12/10/13, revised 10/30/17, edited 10/4/18

I. Statement of Policy

It is College of Education (COE) policy that student teaching is a full time responsibility. During student teaching, the candidate is expected to devote full attention to teaching in the assigned school. No candidate should work or take classes at the University or elsewhere during the student teaching experience. If employment is an absolute necessity, it should be kept to a minimum and confined to weekends only (The student teaching handbook).

In consideration of these expectations, candidates **cannot** be employed as a teacher during the student teaching semester.

In the rare case that a school corporation wishes to hire a student teaching candidate for a teaching position during the student teaching semester, an exception to this policy may be granted at the discretion of the COE administration. ***Exceptions to this policy are rarely granted and only after careful consideration of the following factors:***

- Type of Teacher Education program in which candidate is enrolled (undergraduate, license-only, TTT, SGR, etc.)
- Whether the program area is considered “High Need”
- Time in the semester that the opportunity arises (minimum 10 weeks completed)
- Nature of the opportunity
- Strength of candidate’s performance in student teaching
- Impact on student teaching of the placement change
- Support of the student’s University supervisor
- Support of the faculty/program convener
- Support of the leaving and receiving principals
- Impact of the decision on COE’s relationship with the school corporation(s)
- Impact on tuition and fees, including financial aid.

II. Reason for the policy

One indication of the importance of student teaching is the agreement among educators that this experience is an essential part of the preparation for entry into the teaching profession. Implicit in the agreement of educators upon the importance of student teaching is the conviction that successful teaching requires not only successful performance in University courses but also the capacity to communicate with pupils. This can best be assessed by those responsible for observing the student teacher’s effectiveness in working with pupils in the classroom.

In order to provide optimal preparation for entry into the profession, student teaching requires the cooperation of the student teacher, cooperating teacher, school administrators, and University supervisor. Under the supervision of this cooperative team, the student teacher accepts increasing independence and responsibility as a practicing teacher. Probably at no other time will the student teacher have available the combined resources of the personnel of the school corporation and Purdue University. Making use of these services will help the candidate to grow professionally and succeed in the classroom.

The vital role of student teaching is evidenced by the importance placed upon this clinical experience by the Indiana Department of Education through standards and requirements for a teaching license as outlined in the Rules for Educator Preparation and Accountability (REPA 3). The Office of Teacher Education and Licensure (OTEL) provides the requirements/standards through Purdue's Teacher Education website: <https://www.education.purdue.edu/>. Future teachers are encouraged to review this information periodically. (The student teaching handbook).

III. How a candidate may request consideration for an exception to this policy

It is the candidate's responsibility to request any exception to this employment policy.

- The candidate must present the **following documents** to the **Office of Clinical Practice** and the **Assistant Dean for Engagement**.
- Submitting these documents **does not guarantee the exception** to the policy will be granted.
 1. A letter that **specifically requests an exception** to this policy; this letter should contain all relevant details regarding the **candidate's placement**, the **circumstances** under which the employment offer arose, **evidence** that the candidate has performed at an exceptional level during student teaching, and **reasons why** the candidate believes he/she should be granted an exception.
 2. A letter of **support from the candidate's university supervisor**; this letter should address the factors listed in Section I (Statement of Policy).
 3. A letter of **support from the Program Convener** in the candidate's program area; this letter should address the factors listed in Section I (Statement of Policy).
 4. A letter of **support from candidate's cooperating teacher(s)**; this letter should address the factors listed in Section I (Statement of Policy).
 5. A letter(s) of **support from the leaving principal and the receiving principal**, if not **the same**.
 6. A copy of **all evaluation** forms.

All documents must be presented at the same time. The Office of Clinical Practice (OCP) will verify that the necessary documentation is complete.

IV. Approval Process

- OCP will verify that all required supporting documentation is provided. The documentation will be forwarded to the Assistant Dean for Engagement.
- The EDCI\EDST\HDFS Department Chair, the Associate Dean for Learning, and the Assistant Dean for Engagement will meet to review the documentation and make a recommendation to the Dean.
- If approved, the exception will be agreed upon and signed by the COE Dean, the Superintendent(s) of the school corporation that has made an offer of employment, and the appropriate (EDCI/EDST/HDFS) department chair.
- If denied, the candidate will be referred back to OCP for consultation.
- This process should take place within 5 working days of the candidate's request.

Approval and Signature Form

It is College of Education (COE) policy that student teachers must complete a full student teaching placement (as determined by their respective program area). In certain circumstances, a student teacher may be granted permission to terminate his/her placement early in order to accept a full-time teaching position.

In consideration of these expectations, the student _____ has been granted permission by the appropriate authorities to be employed as a teacher during the student teaching semester.

- Fill in appropriate Semester

Fall 20_____ Spring 20_____ Summer 20_____

- Sign and date

_____ Student Signature/date

_____ Dean, The College of Education/date

_____ Superintendent (School Corporation of employment)/date

_____ Associate Dean for Learning/date

_____ Chair of the Department/date

- Completed form with appropriate signatures should be returned to OCP