

Procedures for Unofficial DOMESTIC Off-Campus Student Teaching Requests

While students are generally placed in the immediate geographic region of Hope College for their student teaching assignments, there are sometimes legitimate reasons to request an unofficial, domestic, off-campus placement. In some cases, students wish to have an experience in a unique, geographical location, while in other instances, the student requests a placement close to home for financial reasons. In either case, the following guidelines should be followed to ensure full consideration of such requests:



Application Procedures

- Students interested in student teaching off-campus should contact Professor Nancy Cook, Director of Student Teaching, in the Education Department, to discuss the request for an unofficial, domestic, off-campus student teaching placement. Students are advised to seek this information as early in their programs as possible, but no later than two semesters prior to student teaching.
- Students interested in this option will further need to submit a proposal to the Education Department, care of the Director of Student Teaching, explaining the request. The letter should state the specific request, the suggested location, reasons for making the request and possible contacts in the requested geographical area. Letters should be submitted separate from the student teaching application by the due date indicated. This will usually be at the point of application to student teach.
- Placement proposals will then be presented to the Education Department faculty for final approval. The Education Department reserves the right to limit the number of unofficial, domestic, off-campus requests approved for any one semester or academic year.
- Among the conditions that the Department will consider will be the efficacy and quality of the placement proposal, the student's academic standing, recommendations from the student's major academic department, field placement recommendations and demonstration of personal and professional dispositions.
- The Department's Student Teaching Application (http://www.hope.edu/academic/education/studteach/student_teaching_application.html) must be submitted by the announced due date.
- The student will also need to complete the College's Off-Campus Study Application (<http://www.hope.edu/admin/international/offcamp/guidelines.htm>) through the International Education Office by the published deadlines.

Caveats

- If the request is approved, students must continue to meet all requirements to student teach at all times leading up to and including the start of the student teaching experience. Should the student fail to meet said requirements, permission to student teach off-campus will be reversed and the off-campus student teaching placement will be cancelled.
- Student teachers who fail to remain in good standing with the College or enter the student teaching placement on probationary status will not be allowed to student teach in an off-campus location.
- The student should be aware that there is no guarantee that a suitable student teaching placement can be secured. Although considered efforts will be made to make the placement, there may be circumstances beyond the control of the Education Department that prevent the placement from coming to fruition. Finding placements in geographic areas where the Education Department lacks relationships with local districts and teacher education programs can be complex. Not being able to establish a guest student teaching arrangement with a local teacher education program, meet local districts' requirements or deadlines for placement requests, and/or meet state requirements are among the reasons why this placement process is challenging. The Education Department reserves the right to terminate the off-campus placement process when concerted efforts have not yielded a student teaching placement that meets all departmental and/or state requirements. If this occurs, the student would then be required to complete the student teaching experience within the immediate area of Hope's campus.

- Students should also be aware that the College places limits on the number of students that may be off-campus in any one semester. The student interested in an off-campus option will need to apply for and be approved by the College to be off-campus for the student teaching semester.

Priority Considerations (with the exception of Chicago Semester and Philadelphia Center placements)

- Priority will be given to students who:
 - Request an off-campus placement for their 9th semester,
 - Request an off-campus placement to live at home,
 - Provide significant and documented financial need, and/or
 - Desire a unique cultural experience not available in the immediate western Michigan area (e.g.-Rosebud Indian Reservation).

Approvals:

Because the off-campus student teacher is at some additional risk, the Education Department carefully screens each student teacher who desires an off-campus student teaching experience. Candidates must be in good standing and have exhibited strong professional skills and dispositions in all coursework and field experiences. In addition, the accepting school reserves the right to screen the potential student teacher and either accept or reject the student teaching candidate.

- Student teachers must be in good standing with the College at the point of student teaching. Any student who has been sanctioned or is restricted from participating in off-campus programs, will not be allowed to student teach in an off-campus placement.
- In order to student teach in an off-campus placement, students must receive approval from the Education Department. The student must meet all requirements for and be approved to student teach and must have demonstrated consistently positive professional and personal dispositions throughout the program. Approvals typically take place early in the semester just prior to the student teaching experience, but remain contingent upon successful performance in Education, major and minor coursework *and* field placements up to the point of student teaching.
- Any student who fails to meet all performance requirements (e.g., minimum of C+ or higher in Education courses) *and/or* fails to receive a positive endorsement (e.g., “Highly Recommended” or “Recommended”) from field placement mentors, will not be allowed to student teach off-campus.
- In addition, student teachers must receive a positive endorsement from his/her major department of study. Again, failure to secure a recommendation from the major department of study will result in a denial to student teach off-campus.
- Students who have been approved to student teach on probationary status will not be allowed to student teach in an off-campus placement.

Placement Procedures

- Once approved, dedicated attempts will be made to meet the student’s request. The placement process will include securing a guest student teaching arrangement with a local teacher education program, identifying a local individual who will serve as the college supervisor, and seeking the specific student teaching placement in a local school district.
- Once a placement is arranged, students may be asked to interview either in person or by electronic means with the cooperating teacher and/or building administrator.
- The student will be encouraged to contact the cooperating teacher and arrange an on-site visit prior to the student teaching semester. This will provide an opportunity to ask questions and determine procedures for the student teaching placement.
- Students will also be encouraged to contact the college supervisor in order to establish a relationship and set parameters for the student teaching experience.
- Students should be aware that additional fees may be charged by the guest institution. If this is the case, the student will be responsible for making payment directly to the guest institution before initial contacts can be made with local school districts.
- Students will go through a typical registration process the semester prior to student teaching. They will register for EDUC 455-Student Teaching Seminar, EDUC 500-Perspectives in Education, and the appropriate student teaching course (EDUC 460, EDUC 465, EDUC 470, EDUC 480 or EDUC 485). Plans should be developed to take the Senior Seminar during a semester other than during the student teaching semester.
- Students must complete all Off-Campus Study Application processes through the International Education Office.

Deadlines

For FALL SEMESTER Student Teaching:

- **First Friday in December:**
 - **Education Department Student Teaching Applications** for the Fall semester will be due by the first Friday in December for student teaching placements the following **Fall** semester. Prospective student teachers will also be required to create and submit a resume through the Career Development Center's *Optimal Resume* website.
- **February 1st (on or about):**
 - **Off-campus** applications for the **Fall semester** are due to the International Education Office on or about **February 1st**. *Check the International Education Office website for specific deadline information as this is subject to change.*

For SPRING SEMESTER Student Teaching:

- **First Friday in March:**
 - **Education Department Student Teaching Applications** for the following **Spring** semester are due in the Education Department by the first Friday in March. Prospective student teachers will also be required to create and submit a resume through the Career Development Center's *Optimal Resume* website.
- **Mid-April:**
 - **Off-campus Study Applications** for the **Spring semester** are due to the International Education Office on or about **April 15th**. Permission to leave campus for the Spring semester is limited by the College. *Check the International Education Office website for specific deadline information as this may have changed.*

Dates of Placements

- **Fall semester** student teachers begin their experiences in their placements on the date arranged between Hope and the placement site. This will likely be during the last week of August, but may be earlier than the start of Hope's academic calendar. In this case, the length of the student teaching placement may be altered, depending on the school's schedule. Students will complete a minimum of a 15-week student teaching experience and will not on Hope's campus at all during the semester. The placement extends through Exam Week.
- **Spring semester** student teachers begin their experiences in their placements on the date arranged between Hope and the placement site. This will likely be during the second week of January, but may be earlier than the start of Hope's academic calendar. In this case, the length of the student teaching placement may be altered, depending on the school's schedule. Students will complete a minimum of a 15-week student teaching experience and will not on Hope's campus during the semester, but may return in time to participate in graduation activities in May.

Registration

- Students will register for EDUC 455-Student Teaching Seminar, EDUC 500-Perspectives in Education, and the appropriate student teaching course (EDUC 460, EDUC 465, EDUC 470, EDUC 480 or EDUC 485).
- Plans should be developed to take the Senior Seminar during a semester other than during the student teaching semester.

Student Teaching Seminar

- Students who have been approved for an off-campus placement, will be *required* to attend several of the Monday evening Student Teaching Seminar sessions *during the semester prior* to the student teaching placement. A calendar with the required sessions outlined will be available from Professor Nancy Cook, the Director of Student Teaching.
- The student teacher should plan to attend the student teaching seminar associated with the local teacher education program as a guest student teacher. Details as to date, content and frequency will vary with the institution. The student should expect to complete assignments related to this seminar during the student teaching semester. Attendance at and completion of assignments will allow the student teacher to earn credit for EDUC 455-Student Teaching Seminar.
- Depending on the content of the local student teaching seminar, the student teacher may also need to complete several, required assignments for Hope's Student Teaching Seminar over the course of the student teaching semester. The assignments may include:

- Weekly reflections submitted via email to the assigned college supervisor and the Director of Student Teaching (<http://www.hope.edu/academic/education/studteach/report.html>).
- A midterm self-evaluation also submitted to the college supervisor (<http://www.hope.edu/academic/education/studteach/mideval.html>).
- A self-evaluation of a videotaped lesson submitted to the college supervisor (<http://www.hope.edu/academic/education/studteach/STVideoSelfAnalysis.pdf>).
- A simulated interview arranged with the building principal. The student teacher should provide a copy of the rubric to the principal and submit the scored copy to the Director of Student Teaching (<http://www.hope.edu/academic/education/studteach/ProfessionalInterviewScoringRubric.pdf>).
- The professional portfolio submitted to the college supervisor or the Director of Student Teaching no later than the end of the student teaching experience. A scoring rubric is available for the portfolio (<http://www.hope.edu/academic/education/studteach/ProfessionalPortfolioRubric.pdf>).
- Unit plans submitted to the college supervisor observing the student teacher. (<http://www.hope.edu/academic/education/studteach/UnitPlanRubric.pdf> and <http://www.hope.edu/academic/education/studteach/UnitPlanDirections.pdf>).
- Special education pre-referral processes submitted to the Director of Student Teaching (<http://www.hope.edu/academic/education/studteach/ReferralProcessScoringSheet.pdf>).

The Professional Semester

- Student teachers normally take additional coursework (EDUC 500-Perspectives in Education and the Senior Seminar) during the student teaching experience. Students in off-campus placements, though, will need to arrange to complete the Senior Seminar requirement either before leaving campus or upon return to campus following the student teaching experience.
- The student has the option of taking ED500 the *semester prior* to the student teaching assignment OR completing it as an independent study while student teaching. The student should plan to contact Professor John Yelding in the Education Department for information on both options.

TB Testing

- Student teachers in off-campus placements may be required to complete TB Testing prior to attending their student teaching placement. Details will vary with the placement; thus the student should inquire of the district's administration/Human Resources office with regards to any special requirements.

Criminal Background Checks:

- ALL Hope College student teachers undergo a criminal background check prior to beginning the student teaching experience.
- Students should plan to have their fingerprints taken either in Michigan or in the state of the student teaching placement. See the Education Department website for specific information (<http://www.hope.edu/academic/education/Fingerprinting/fingerprinting.htm>) on details for this process in Michigan.
- If the student teaching placement is out-of-state, the student should consult with the assigned college supervisor, the student teaching director or the school district for expectations and local procedures.

Certification

- The student teacher should plan to be in contact with the Director of Student Teaching and particularly with Cher Schairer, Director of Certification, throughout the previous semester in order to submit appropriate materials for certification in a timely and accurate manner. All certification materials must be submitted *PRIOR* to leaving campus, unless the student teacher plans to return to Hope after the student teaching semester.

Expectations

- As always, it will be important for the student teacher to remember that permission to student teach in an off-campus placement is a privilege, not a right. The student must at all times be cognizant that he/she is representing Hope College while in this placement. Therefore,

expectations for professional behavior, dress and conduct are high and are maintained for all student teachers, whether on- or off-campus.

Revised-August 17, 2012

STUDENT TEACHING CHECKLIST FOR DOMESTIC PLACEMENTS

√	ITEM
	Meet with the Director of Student Teaching (Education Department) to explore the option of student teaching off-campus in a domestic location at least three (3) semesters prior to placement
	Submit proposal to the Education Department (through the Director of Student Teaching) seeking approval to student teach off-campus
	Submit Student Teaching application to the Education Department by the published deadline
	Submit related application by published deadline to off-campus program if required (e.g., Chicago Semester or Philadelphia Center)
	Submit the Hope College Off-Campus Study Application to International Education Office (IEO) by published deadline for approval to study off campus.
	Notify Director of Student Teaching (Education Department) of placement site (school name, city, country).
	Submit the following documents to Director of Student Teaching: <ol style="list-style-type: none"> 1) On-site emergency and contact information (at least two contact names, titles, addresses, telephone numbers and email addresses) 2) Housing information (a brief description, address, telephone number) 3) School emergency and evacuation procedures (this should be available from the school)
	Complete the " <i>Hope College Participants Statement of Responsibility, Release from Liability and Agreement to Indemnify</i> " form and return to Director of Student Teaching.
	Complete the " <i>Student Off-Campus Programs Responsibility</i> " form and return to Director of Student Teaching.
	Attend orientation/visitation meeting offered by placement agency if possible.
	Meet with the Director of Student Teaching to finalize details prior to leaving campus.