

## Procedures for INTERNATIONAL Off-Campus Student Teaching Requests

Teacher candidates interested in fulfilling the student teaching placement in an international setting will work through the Education Department, as well as an outside agency, **Interaction International-CCTECC**. Information about Interaction International can be found at <https://interactionintl.org/about-us/>, while information about student teaching is found at <https://interactionintl.org/programs/ccteccc/>. This organization has a long and successful history of placing student teachers in schools around the world. In addition to adhering to Hope's placement requirements for student teaching, Interaction International also provides extensive orientation activities over and above Hope's off-campus orientation session. Information about this opportunity is best obtained the Director of Student Teaching in the Education Department. A registration fee is required for the placement process, though this is refunded to the teacher candidate's account once s/he commits to the placement.



The following guidelines should be followed to ensure full consideration of request for an oversea student teaching placement:

### Application Procedures

- Teacher candidates interested in student teaching off-campus should contact the Director of Student Teaching in the Education Department to discuss the request for an international, off-campus student teaching placement. Teacher candidates are advised to seek this information early in their programs, but no later than **three** semesters prior to student teaching.
- Teacher candidates interested in this option will further need to submit a proposal to the Education Department, care of the Director of Student Teaching. The letter should state the specific request, the suggested location(s), and reasons for making the request. Letters, as well as the teacher candidate's DegreeWorks evaluation, should be submitted by the following due dates:
  - October 1<sup>st</sup> for Fall semester student teaching placements
  - February 1<sup>st</sup> for Spring semester student teaching placements
- Placement proposals will then be presented to the Education Department faculty for final approval.
- Among the conditions that the Department will consider will be the efficacy and quality of the placement proposal, the teacher candidate's academic standing, recommendations from the student's major academic department, clinical experience recommendations and demonstration of personal and professional dispositions.
- The teacher candidate will need to complete the following applications:
  - The **Department's Student Teaching Application** ([http://www.hope.edu/academic/education/studteach/student\\_teaching\\_application.html](http://www.hope.edu/academic/education/studteach/student_teaching_application.html)) must be submitted by the announced due date.
    - First Friday in November for Fall semester student teaching placements
    - First Friday in March for Spring semester student teaching placements
  - The College's **Off-Campus Study Application** ([www.travel.hope.edu](http://www.travel.hope.edu)) through the International Education Office by the published deadlines.
  - The application for **Interaction International-CCTECC** (<http://www.interactionintl.org/cctecccapplication.asp>). This application requires a fee of \$375 that will be credited to the teacher candidate's account once the placement is confirmed and the student teacher's attendance assured (following Interaction International's orientation weekend).

### Caveats

- If the request is approved, teacher candidates 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 teacher candidate fail to meet said requirements, permission to student teach off-campus will be withdrawn 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 teacher candidate should be aware that there is no guarantee that a suitable student teaching placement can be secured. Although deliberate efforts will be made to make the placement, there may be circumstances beyond the control of the Education Department or Interaction International

that prevent the placement from coming to fruition. Finding international placements can be complex and 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 teacher candidate would then be required to complete the student teaching experience within the immediate area of Hope's campus.

- Teacher candidates should also be aware that the College places limits on the number of students that may be off-campus in any one semester. The teacher candidate 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.

### **Deadlines**

#### **For FALL SEMESTER Student Teaching:**

- **October 25<sup>th</sup>:**
  - **CCTECC Application materials** should be submitted by October 25<sup>th</sup> to the Director of Student Teaching.
- **November 1<sup>st</sup>:**
  - **CCTECC Application and fee** for a student teaching placement the following Fall semester will be due to Interaction International-CCTECC on November 1<sup>st</sup>. Late applications will be subject to a \$50 late fee. No guarantees of placement can be given to teacher candidates whose application and fees are received after the above mentioned dates.
- **First Friday in November:**
  - **Education Department Student Teaching Applications** for the Fall semester will be due by the **first Friday in November** for student teaching placements the following **Fall** semester. Prospective student teachers will also be required to create and submit a résumé through the Boerigter Center for Calling and Career's *Handshake* website.
- **February 1<sup>st</sup>:**
  - **Off-campus** applications for the **Fall semester** are due to the International Education Office by **February 1<sup>st</sup>**. The application can be accessed at: [www.travel.hope.edu](http://www.travel.hope.edu)

#### **For SPRING SEMESTER Student Teaching:**

- **Mid-February:**
  - **CCTECC Application materials** should be submitted by February 20<sup>th</sup> to the Director of Student Teaching.
- **March 1<sup>st</sup>:**
  - **CCTECC Application and fee** for a student teaching placement the following Spring semester will be due to Interaction International-CCTECC on **March 1<sup>st</sup>**. Late applications will be subject to a \$50 late fee. No guarantees of placement can be given to teacher candidates whose application and fees are received after the above mentioned dates.
- **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 résumé through the Boerigter Center for Calling and Career's *Handshake* website.
- **October 1<sup>st</sup>:**
  - **Off-campus Study Applications** for the **Spring semester** are due to the International Education Office by **October 1<sup>st</sup>**. Permission to leave campus for the Spring semester may be limited by the College. The application can be accessed at: [www.travel.hope.edu](http://www.travel.hope.edu).

### **Conditions for Approval**

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 clinical 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 teacher candidate 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, teacher candidates must receive approval from the Education Department. The teacher candidate 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 teacher candidate 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 (i.e., “Highly Recommended” or “Recommended”) from clinical experience mentors, will not be allowed to student teach off-campus.
- Student teachers wishing to student teach off-campus must meet a higher threshold for the Department’s GPA requirements. The off-campus student teacher will be required to hold a GPA of 3.0 or higher in each of the following four areas:
  - Overall
  - Major
  - Minor
  - Education
- In addition, student teachers must receive a positive endorsement from his/her major department of study. Again, failure to secure a recommendation (i.e., “Highly Recommended” or “Recommended”) from the major department of study will result in a denial to student teach off-campus.
- Teacher candidates who have been approved to student teach on probationary status will not be allowed to student teach in an off-campus placement.
- The school system where a student teacher is placed has the right to reject a candidate if said individual has any criminal convictions within the past seven (7) years and/or is not cleared by a criminal background check.

### **Off-Campus Study Application**

- Teacher candidates planning to student teach internationally must complete ALL portions the Off-Campus Study Application process through the International Education Office. This will include providing contact information, liability documents and student responsibility documents.

### **Placement Procedures**

- Once the teacher candidate’s application has been approved and the deposit has been received, CCTECC will make dedicated attempts to meet the teacher candidate’s requests. The placement process will include securing a student teaching placement in an approved school and identifying local individuals who will serve as the cooperating teacher and college supervisor.
- Once a placement is arranged, teacher candidates may be asked to interview by electronic means with the cooperating teacher and/or building administrator.
- The teacher candidate will be encouraged to contact the cooperating teacher and college supervisor in order to establish a relationship and set parameters for the student teaching experience.
- Teacher candidates will go through a typical registration process the semester prior to student teaching. They will register for EDUC 455 or 456-Student Teaching Seminar, EDUC 500-Perspectives in Education, and the appropriate student teaching course (EDUC 460, EDUC 465, EDUC 470, EDUC 475, 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.
- The teacher candidate is further required to attend Interaction International-CCTECC’s weekend orientation session the semester prior to the student teaching placement. This will occur in April for Fall semester placements and in September for Spring semester placements.

### **Costs**

- Teacher candidates completing international student teaching placements will likely incur additional costs. In addition to tuition and fees, they will be responsible for the costs such as travel, passports, and visas. Though rare, in some locations, the student teacher may need to pay additional fees for the cooperating teacher and/or college supervisor; in other cases, s/he may also be required to take and pay for mandated language lessons. Costs for room and board will depend on the location of the placement, but will generally be aligned with similar amenities on campus. Student teachers in international settings will probably want to also budget for extraneous, sightseeing travel costs in-country.

### **Financial Aid**

- Teacher candidates should check their financial aid packages with the Financial Aid Office prior to committing to the off-campus program.

### **Registration**

- Teacher candidates will register for EDUC 455 or 456-Student Teaching Seminar, EDUC 500-Perspectives in Education, and the appropriate student teaching course (EDUC 460, EDUC 465, EDUC 470, EDUC 475, EDUC 480 and/or EDUC 485) for a total of 12 credits.
- The teacher candidate should plan to complete the Senior Seminar during a semester other than during the student teaching semester.

### **Student Teaching Seminar**

- Teacher candidates, who have been approved for an off-campus placement, will be *required* to attend several of the Wednesday evening Student Teaching Seminar sessions *during the semester prior* to the student teaching placement. The Seminar meets on Wednesday evenings from 5:00-6:30 p.m. The Director of Student Teaching will provide a calendar with the required sessions. Although the teacher candidate will not be officially enrolled in the Seminar during this semester, the required sessions provide important and pertinent information that the teacher candidate will miss while off-campus the following semester.
- The student teacher should plan to meet regularly with the college supervisor in order to process the student teaching placement and performance.
- The student teacher should also plan to complete several, required assignments for the Student Teaching Seminar *while completing the student teaching placement*. Copies of assignment requirements will be available from the Director of Student Teaching. Assignments will include but are not limited to:
  - A complete reading of the Hope College *Student Teaching Handbook* and *Mentoring the Student Teacher Handbook*,
  - Weekly reflections submitted via email to the assigned college supervisor and cc'd to the Director of Student Teaching,
  - A midterm self-evaluation also submitted to the college supervisor,
  - A self-evaluation of a videotaped lesson submitted to the college supervisor,
  - The professional portfolio submitted to the Director of Student Teaching by the published deadline,
  - Unit plans submitted to the college supervisor observing the student teacher, and
  - Unit Plan Reflections submitted to the Director of Student Teaching.

### **The Professional Semester**

- The Professional Semester includes ED 500-Perspectives in Education, ED 455 or 456-Student Teaching Seminar, as well as the Senior Seminar. These courses are all offered on Wednesday afternoons. For the off-campus student teacher, there are several options to consider:
  - The teacher candidate has the option of taking ED 500 the *semester prior* to the student teaching assignment.
  - The student teacher may wish to complete ED 500 as an independent study during the student teaching semester. Again, special permission is required for this to occur.
  - The teacher candidate also may wish to fulfill the senior seminar requirement prior to the student teaching semester. Some teacher candidates return to campus following the student teaching experience in order to fulfill this requirement and perhaps other course work as well.
  - Teacher candidates should remember in order to be enrolled at Hope as a full-time student, s/he must register for 12 credits of coursework. This might be a critical consideration for financial aid.

### **Passports/Visas**

- Student teachers in international placements will need to hold a valid passport and may need to obtain pertinent visas in order to student teach in certain countries. The process of obtaining a visa may be challenging, thus the teacher candidate should be prepared to invest time and effort to secure the visa(s).

### **TB Testing**

- Student teachers in off-campus placements may be required to complete TB Testing or other immunizations prior to attending their student teaching placements. Details will vary with the placement; thus the teacher candidate should inquire of the district's administration/Human

Resources office with regards to any special requirements. The teacher candidate will be responsible for any costs incurred with such immunizations or tests.

**Criminal Background Checks:**

- ALL Hope College student teachers undergo a criminal background check prior to beginning the student teaching experience.
- Teacher candidates should plan to have their fingerprints taken in Michigan and complete EDUStaff substitute teacher training prior to leaving campus. See the Education Department website for specific information (<http://www.hope.edu/academic/education/Fingerprinting/fingerprinting.htm>) for details on this process in Michigan.

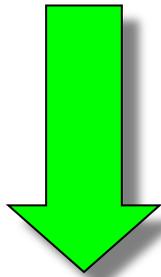
**Certification**

- The student teacher should plan to be in contact with the Director of Student Teaching and particularly with the 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 teacher must, at all times, be cognizant that s/he 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-January 2019



***See “Student Teaching Checklist for International Placements” below.***

## STUDENT TEACHER CHECKLIST – INTERNATIONAL PLACEMENTS

√	ITEM
	Meet with the Director of Student Teaching (Education Department) to explore the option of student teaching off-campus in an international location at least <b>three (3)</b> semesters prior to placement
	Submit letter of intent 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 and fee by published deadline to placement agency if required (e.g., CTECC)-Submit materials to Director of Student Teaching
	Submit the Hope College Off-Campus Study Application ( <a href="http://www.travel.hope.edu">www.travel.hope.edu</a> ) to International Education Office (IEO) by published deadline for approval to study off campus.
	Notify IEO of placement site (school name, city, country).
	Attend mandatory study abroad orientation (insert date).
	Submit the following documents to IEO: <ol style="list-style-type: none"> <li>1) On-site emergency and contact information (at least two contact names, titles, addresses, telephone numbers and email addresses)</li> <li>2) Housing information (a brief description, address, telephone number)</li> <li>3) School emergency and evacuation procedures (this should be available from the school)</li> <li>4) Travel dates</li> </ol>
	Complete the “ <i>Hope College Participants Statement of Responsibility, Release from Liability and Agreement to Indemnify</i> ” form and return to IEO.
	Passport – verify passport expiration date and update if necessary.
	Visa – consult with host school about the necessary visa application process and follow all instructions in a timely manner. <i>Please note that obtaining a visa for some countries may take up to 8-10 weeks.</i>
	Attend mandatory orientation meeting offered by CTECC the semester prior to student teaching.
	Meet with the Director of Student Teaching to finalize details prior to leaving campus.