

Procedures for INTERNATIONAL Off-Campus Student Teaching Requests

Students interested in fulfilling the student teaching placement in an international setting will work through an outside agency, **Interaction International-CCTECC**. Information about Interaction International can be found at <http://www.interactionintl.org/>, while information about student teaching is found at <http://www.interactionintl.org/cctecc.asp>. 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 details for student teaching, Interaction International also provides extensive orientation activities over and above Hope's for students participating in its program. Information about this opportunity is best obtained from Professor Nancy Cook (ncook@hope.edu) in the Education Department. A registration fee is required for the placement process, though this is refunded through a tuition reduction once the student teacher commits to the placement.



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

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 international, off-campus student teaching placement. Students are advised to seek this information as early in their programs as possible, but no later than **three** 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(s), and reasons for making the request. 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.
- 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.
- Finally, the student must complete the application for Interaction International-CCTECC (<http://www.interactionintl.org/ccteccapplication.asp>). This application requires a fee of \$375 which will be credited against the student's tuition bill once the placement is confirmed and the student teacher's attendance assured (following Interaction International's orientation weekend).

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 or Interaction International that prevent the placement from coming to fruition. Finding placements 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 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.

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 the student's application has been approved and the deposit has been received, CCTECC will make dedicated attempts to meet the student's request. The placement process will include securing a student teaching in an approved school and identifying local individuals who will serve as the cooperating teacher and college supervisor.
- Once a placement is arranged, students may be asked to interview by electronic means with the cooperating teacher and/or building administrator.
- The student 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.
- 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.
- The student is required to attend Interaction International-CCTECC's weekend orientation session the semester prior to the student teaching placement.

Deadlines

For FALL SEMESTER Student Teaching:

- **Mid-October:**
 - **CCTECC Application materials** should be submitted in mid-October to pertinent Hope campus representatives and personnel.
- **November 1st:**
 - **CCTECC Application and fee** for a student teaching placement the following Fall semester will be due to Interaction International-CCTECC on November 1st. Late

applications will be subject to a \$50 late fee. No guarantees of placement can be given to students whose application and fees are received after the above mentioned dates.

▪ **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 *JobStop* 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:

▪ **Mid-February:**

- **CCTECC Application materials** should be submitted in mid-February to pertinent Hope campus representatives and personnel.

▪ **March 1st:**

- **CCTECC Application and fee** for a student teaching placement the following Spring semester will be due to Interaction International-CCTECC on March 1st. Late applications will be subject to a \$50 late fee. No guarantees of placement can be given to students 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 resume through the Career Development Center's *JobStop* 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.*

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 meet regularly with the college supervisor in order to process the student teaching placement and performance.
- The student teacher will also need to complete several, required assignments for Hope's Student Teaching Seminar over the course of the student teaching semester. The assignments 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 or other immunizations 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 in Michigan prior to leaving campus. See the Education Department website for specific information (<http://www.hope.edu/academic/education/Fingerprinting/fingerprinting.htm>) on details for this process in Michigan.

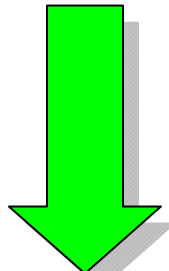
Certification

- 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



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 three (3) 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 the Hope College Off-Campus Study Application 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"> 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) 4) Travel dates
	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 placement agency if appropriate.
	Meet with the Director of Student Teaching to finalize details prior to leaving campus.