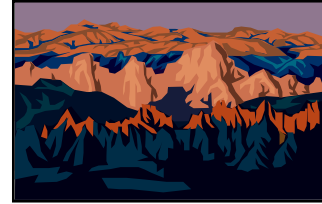


Todd County Public Schools, Mission, South Dakota

Students who wish to student teach on an Indian Reservation may find the perfect opportunity on Rosebud Reservation in South Dakota. Since 1992 Hope students have participated in a May Term experience on the Rosebud working in the schools and learning about the culture of the Lakota Sioux. Several Hope students have also completed their student teaching experience there. Students interested in a student teaching experience on Rosebud Reservation should read on for further information:



Information

- Students interested in learning more about Todd County Schools may contact Susan Cherup at cherup@hope.edu or visit <http://www.hope.edu/academic/education/May%20Term/Rosebud.htm> for information on the May Term experience. In order to be approved for student teaching the student must have participated in the May Term experience or present evidence of his/her readiness to work in this unique setting to the Director of Student Teaching, Nancy Cook.

Contacts

- Students interested in student teaching in the Todd County Public Schools should contact Professor Nancy Cook, Director of Student Teaching, as early as possible, but no later than two semesters in advance of the student teaching experience. Information for application procedures will be reviewed and details about the program will be presented.

Applications

- Students will complete **two application forms** – one for permission to *student teach off-campus* (Hope College Off-Campus Study Application) and one for permission to *student teach* (Education Department's form).
 - The **Off-campus application form** is available through the Registrar's office or the Fried International Center on campus, or on-line. (<http://www.hope.edu/admin/international/offcamp/forms%20and%20files/Off-Campus%20Study%20Application.pdf>).
 - When completing this application, care should be taken to construct a well-written rationale that outlines why student teaching in the Todd County Public Schools will be more beneficial than a West Michigan placement. Students should also connect teaching on an Indian reservation with career aspirations and/or the need to be off-campus.
 - The student's faculty advisor should review the application before signing off on it.
 - The Hope College Education Department's **application for student teaching** is available on-line at: http://www.hope.edu/academic/education/studteach/student_teaching_application.html. Application details and due dates will be discussed at mandatory meetings held on campus each semester prior to due dates.

Deadlines

For FALL semester student teaching placements:

- **Student Teaching Application-Education Department:**
 - **First Friday in December:** (*The specific date will be announced in a mandatory meeting two semesters prior to student teaching.*) Education Department Student Teaching Applications are due the **first Friday in December** for student teaching placements the following Fall semester. Students should note their preference to student teach on the Rosebud Indian Reservation on the application.
- **Off-Campus Study Application:**
 - **On or about February 1st:** Off-Campus Study Applications for the following Fall semester are due to the Registrar on or about **February 1st**. *Double-check the International Education Office website for specific deadline information.*

For SPRING semester student teaching placements:

- **Off-Campus Application:**
 - **On or about March 25th:** Off-campus applications for the Spring semester are due to the Registrar on or about March 25th. Permission to leave campus for the Spring semester is limited. Double-check the International Education Office website for specific deadline information.
- **Student Teaching Application-Education Department:**
 - **First Friday in April:** (The specific date will be announced in a mandatory meeting two semesters prior to student teaching.) Education Department Student Teaching Applications for the following Spring semester are due by the first Friday in April. Students should note their preference to student teach on the Rosebud Indian Reservation on the application.

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 Todd County Public School District holds the right to screen potential student teachers and accept or reject a student teaching candidate.

- In order to student teach in on the Reservation or any other off-campus placement, students must receive approval at several levels. First, the student must be approved to be **off-campus** for a semester by the Registrar's office. Second, the student must meet all **Education Department** requirements and specifically receive an endorsement to be off-campus from the Department as a whole. Finally, the student must earn a positive (Highly Recommended or Recommended) endorsement from his/her **major department** of study.
- As noted above, the student must complete an Off-Campus Study Application and receive permission to be off-campus during the requested semester. The student must remain in good standing in order to maintain this permission.
- The Education Department must also approve an off-campus student teaching placement. Approvals typically take place early the semester prior to the student teaching experience, but remain contingent upon consistent demonstration of positive professional and personal dispositions, as well as successful performance in Education coursework *and* field placements up to the point of student teaching. Any student who fails to meet all 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.
- Students wishing to student teach on the Rosebud Indian Reservation will undergo additional screening, due in part to the rigorous nature of teaching on the Reservation. Students who have successfully participated in the May Term experience on the Reservation will be given priority over students who have not had this (or other similarly rigorous) off-campus experiences.
- In addition, student teachers must receive a positive endorsement from his/her major department of study. Again, failure to secure a positive 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, including the Rosebud Indian Reservation.

Caveats

- The student should be aware that there is no guarantee that a suitable student teaching placement can be secured in the Todd County School District. 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.

Off-Campus Study Application

- Students planning to student teach in the Todd County School District 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.

On-Site Visitation

- Participation in the May Term experience provides an opportunity to become familiar with the County Public School District.

Orientation

- Students should meet with Professor Susan Cherup for an orientation to the Todd County Public School District and Rosebud Reservation.
- Students will also participate in Hope's Off-Campus Orientation the semester prior to the student teaching experience.

Dates of Placements

- Fall semester student teachers begin their experiences in late August in the Todd County Public Schools. They are not on Hope's campus at all during the semester. The placement extends to the final day of Exam Week.
- Spring semester student teachers begin their experiences in early January, at the start of the spring semester. The placement extends through Exam Week, though student teachers usually return to campus in time for graduation activities in May.

Priority for Placements

- Priority is given to student teachers who require one student teaching placement. Student teachers with dual student teaching placements may have more difficulty being accepted and placed.
- Special Education majors may *only* consider the Todd County School District student teaching option during the *spring semester*. (This is due to required courses that are only offered during the Fall semester on campus.)

Student Teaching Seminar/Assignments

- Students seeking off-campus student teaching placements **must** attend designated sessions of the Monday evening student teaching seminars during the previous semester. A calendar with the required sessions will be available on the Education Department's website or directly from Professor Nancy Cook, Director of Student Teaching.
- The student teacher should plan to attend regularly scheduled meetings throughout the student teaching semester with his/her university supervisor. This may vary from placement to placement.
- The student teacher should plan to hand in **required ST seminar assignments** over the course of the student teaching semester.
 - **Weekly written reflections** will be submitted online to the student's university supervisor and/or the Director of Student Teaching.
(<http://www.hope.edu/academic/education/studteach/report.html>).
 - A **written, midterm self-evaluation** of the student teacher's performance will be submitted electronically to the student's university supervisor
(<http://www.hope.edu/academic/education/studteach/mideval.html>).
 - A **simulated interview** should be arranged with the building principal. The ST should provide a copy of the rubric (available online on the Education Department website) to the principal and submit the scored rubric to the Director of Student Teaching at Hope. This should be done no later than the final week of the student teaching experience.
(<http://www.hope.edu/academic/education/studteach/ProfessionalInterviewScoringRubric.pdf>).
 - The **professional portfolio** should be submitted to the university supervisor no later than the final week of the student teaching placement for evaluation and scoring. The scored rubric should then be submitted to the Director of Student Teaching no later than the end of the

- student teaching experience.
(<http://www.hope.edu/academic/education/studteach/ProfessionalPortfolioRubric.pdf>).
- All student teachers are required to prepare and teach at least one **unit of study** during the student teaching placement. The unit should be submitted to the college supervisor no later than the last Monday of the placement. A scoring rubric is available for the college supervisor's use. (<http://www.hope.edu/academic/education/studteach/UnitPlanRubric.pdf> and <http://www.hope.edu/academic/education/studteach/UnitPlanDirections.pdf>)
 - The **Special Education Pre-referral Process assignment** should be submitted electronically to the Director of Student Teaching at Hope by the published due date. The assignment description is available from the Director of Student Teaching and should be secured prior to leaving campus.
(<http://www.hope.edu/academic/education/studteach/ReferralProcessScoringSheet.pdf>).

Coursework Completion

The student teacher will need to have most, if not all, required coursework completed prior to leaving campus for the student teaching placement. This means that the student teacher will have completed his/her Elementary Education coursework, at least 90% of the coursework in the major and/or minor area of study and the Senior Seminar requirement (unless planning to take this course upon his/her return). The EDUC 500-Perspectives in Education course may be taken the semester prior or as an independent study while student teaching.

EDUC 500-“Perspectives in Education”

This is a required course for ALL students in the Teacher Education Program at Hope. The course may be completed in one of two ways:

- Student teachers may take EDUC 500 as an independent study, meeting with the course instructor during the previous semester and/or over the summer. Students can complete course requirements either prior to leaving or during the student teaching semester. Students must earn a C+ or higher in this course.
- It is also possible for the student teacher to complete EDUC 500 in the semester prior to the student teaching semester. This would require having time available Wednesday afternoons during that semester and permission of the course instructor.

Senior Seminar

- The senior seminar must either be completed prior to leaving for the student teaching experience or the semester after the student teaching placement. The student may complete this requirement in any full-semester senior seminar (any 450 level IDS course). The Senior Seminar requirement can also be met in a number of off-campus programs (e.g.-Vienna Summer School) during May, June and July terms. In any case, the senior seminar may be completed prior to leaving or upon return from the student teaching experience.

Registration

- Once students have been approved for off-campus study, the Registrar's office will register student teachers for their coursework. Students will be registered for IDS747-02 for 13-16 credit hours (depending on what coursework the student will be completing in Philadelphia). Hope's Registrar will then work out the details for student teaching, Student Teaching Seminar, Senior Seminar and ED 500 credits.

Certification Requirements

- 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 student teaching in the Todd County Public School District.

TB Test

- Student teachers must provide proof of a current, negative TB test to Debera Lucas, college coordinator in South Dakota, at the beginning of the student teaching experience.

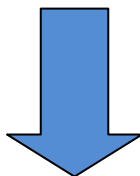
Criminal Background Check

- Students should be prepared to submit to a criminal background check depending on requirements for the Todd County Public School District and/or the state of South Dakota.

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 remain high and are maintained for all student teachers, but particularly for those in an off-campus placement.

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: 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.