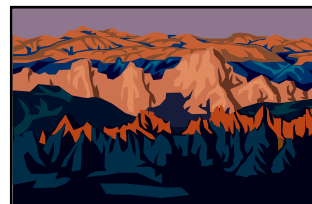


## Todd County Public Schools, Mission, South Dakota

Teacher candidates 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 teacher candidates have also completed their student teaching experience there. Teacher candidates 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](mailto: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 teacher candidate 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 and the Education Department.

### Application Procedures

- Teacher candidates interested in student teaching in Denver should contact the Director of Student Teaching in the Education Department to discuss the request for an off-campus student teaching placement. Teacher candidates are advised to seek this information as early in their programs as possible, but no later than two 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.

### 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 application).
  - The **Off-campus application form** is available through the Fried International Center on-line at [www.travel.hope.edu](http://www.travel.hope.edu).
    - 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 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](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.

### 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 that prevent the placement from coming to fruition. Finding appropriate 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 placements:**

- **Student Teaching Application-Education Department:**
  - **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. Teacher candidates should note their preference to student teach on the Rosebud Indian Reservation in the "Comments" section of the Student Teaching application. Prospective student teachers will also be required to create and submit a résumé through the Boerigter Center for Calling and Career's *Handshake* website.
- **Off-Campus Study Application:**
  - **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 placements:**

- **Off-Campus Application:**
  - **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>**. The application can be accessed at: [www.travel.hope.edu](http://www.travel.hope.edu).
- **Student Teaching Application-Education Department:**
  - **First Friday in March: Education Department Student Teaching Applications** for the following **Spring** semester will be due by the **first Friday in March** for student teaching placements the following **Spring** semester. Teacher candidates should note their preference to student teach on the Rosebud Indian Reservation in the "Comments" section of the Student Teaching application. Prospective student teachers will also be required to create and submit a résumé through the Boerigter Center for Calling and Career's *Handshake* website.

### **Conditions of 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 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, teacher candidates must receive approval at several levels. First, the International Education Office must approve the teacher candidate to be off-campus for a semester. Second, the teacher candidate must meet all **Education Department** requirements and specifically receive an endorsement to be off-campus from

the Department as a whole. Finally, the teacher candidate must earn a positive (Highly Recommended or Recommended) endorsement from his/her **major department** of study.

- As noted above, the teacher candidate must complete an Off-Campus Study Application ([www.travel.hope.edu](http://www.travel.hope.edu)) and receive permission to be off-campus during the requested semester. The teacher candidate 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* clinical experiences up to the point of student teaching. Any teacher candidate 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 clinical experience mentors, will not be allowed to student teach off-campus.
- Teacher candidates 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. Teacher candidates who have successfully participated in the May Term experience on the Reservation will be given priority over teacher candidates who have not had this (or other similarly rigorous) off-campus experience.
- In addition, student teachers must receive a positive endorsement (e.g., “Highly Recommended” or “Recommended”) 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.
- Teacher candidates 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.
- Teacher candidates who have “failed” the criminal background check will not be allowed to student teach in an off-campus location.

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

- Teacher candidates 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. Teacher candidates hoping to student teach on the Rosebud Reservation must participate in the May Term experience or provide evidence of having participated in an equally challenging experience.

#### **Orientation**

- Teacher candidates should meet with Professor Susan Cherup for an orientation to the Todd County Public School District and Rosebud Reservation.
- Teacher candidates 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 will not be 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 a single student teaching placement. Student teachers with dual student teaching placements may have more difficulty being accepted and placed.

#### **Placement Information**

- All student teaching placements will be made in the Todd County School District. The student teacher’s résumé and transcript will be sent to each potential placement. As such, it is imperative that the résumé

is error-free and well-written. All student teaching résumés **must** be submitted to the *Handshake* website for a review process. Details will be provided at mandatory student teaching meetings held each semester.

### **Student Teaching Seminar/Assignments**

- 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.

### **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. Teacher candidates can complete course requirements either prior to leaving or during the student teaching semester. Teacher candidates 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 teacher candidate 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.- Hope Comes to Watts May Term, Rosebud Indian Reservation May Term, 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 teacher candidates 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 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 student teaching in the Todd County Public School District.

### **Housing**

- While not guaranteed, subsidized housing may be available for the student teacher through the Todd County School system.
- If subsidized housing is not available, the student teacher will need to work with school personnel to find and secure suitable housing.

### **Transportation**

- Given the remote location of the Todd County schools, the student teacher is advised to have a car available for his/her use throughout the student teaching experience.

### **Community/Cultural Engagement**

- The student teacher is advised to become engaged in community and cultural activities to the extent that it is appropriate. It is important to respect cultural activities and express genuine interest in events that happen within the community.

### **Costs**

- Teacher candidates completing student teaching placements in Todd County will likely incur additional costs. In addition to tuition and fees, they will be responsible for travel costs to and from South Dakota. Though rare, the student teacher may need to pay additional fees for the cooperating teacher and/or college supervisor. Costs for room and board will generally be aligned with similar amenities on campus. Student teachers may wish to also budget for extraneous, sightseeing travel costs or weekend excursions.

### **TB Test**

- Student teachers must provide proof of a current, negative TB test to the appropriate personnel in the Todd County School District by 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.

### **Tuition Waivers**

- Teacher candidates who are eligible for tuition waivers should check with the Financial Aid Office to see if they be able to use this option for an off-campus student teaching placement.

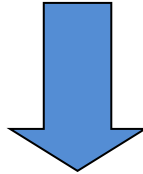
### **Financial Aid**

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

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

Revised-January 2019



## 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 <b>three (3)</b> 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 the Hope College Off-Campus Study Application to International Education Office (IEO) by published deadline for approval to study off campus. <a href="http://www.travel.hope.edu">www.travel.hope.edu</a>
	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 the International Education Office
	Meet with the Director of Student Teaching to finalize details prior to leaving campus.