

Off-Campus Student Teaching Information



While students are generally placed in the immediate geographic region of Hope College for their student teaching assignments, there are, at times, legitimate reasons to request an off-campus placement that is not affiliated with “official” off-campus options (e.g., Chicago Semester or Philadelphia Center). The following guidelines should be followed to ensure full consideration of such requests:

Informational Meeting

Students interested in requesting an off-campus student teaching placement should contact Professor Nancy Cook, Director of Student Teaching, in the Education Department, to discuss this request. Students are advised to seek this information as early in their programs as possible, but no later than two semesters prior to the student teaching experience.

Priority Considerations (with the exception of “official” placement options such as Chicago Semester or Philadelphia Center)

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

Application Procedures

- Students must submit a letter requesting the off-campus placement to the Education Department, care of the Director of Student Teaching, Professor Nancy Cook. The letter should state the request (including semester of student teaching), the suggested location and reasons for making the request. Letters should be submitted separate from the student teaching application and should include an attached Degree Evaluation.
- Placement requests will then be presented to the Education Department faculty for final approval. Among the conditions that the Department will consider will be the student's academic standing, recommendations from the academic department, field placement experiences and demonstration of personal and professional dispositions. 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.
- The student must receive permission from the College to be off-campus. The student must submit an off-campus application the academic year prior to student teaching. Application procedures and deadlines are outlined on the International Education website at: <http://www.hope.edu/admin/international/>.

Conditions of Approval: Because the off-campus student teacher is at 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 institution and school system may screen potential student teachers and reserve the right to reject a student teaching candidate.

- Student teachers must be in good standing with the College prior to and 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 off-campus.
- In order to student teach in an off-campus placement, students must receive approval from the Education Department. Approvals typically take place in 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 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.
- 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 years.

Placement Procedures

- Once approved, dedicated attempts will be made to meet the student’s request. The first priority is to secure a “guest student” designation at a university or college in the general geographic area requested for student teaching. Having the student teacher “connected” to an established teacher education program is critical, as it ensures, to the degree possible, appropriate and thorough supervision and support and thereby minimizes the risk associated with an off-campus placement. Without a link to a local teacher education program, it is highly probable that the student teacher will be placed in an on-campus, rather than off-campus student teaching placement.
- Assuming, though, that it is possible to establish a workable relationship with a local teacher education program, it is then usually up to that institution to secure the actual student teaching placement, although in some cases, personnel at Hope will be responsible for finding the placement. The student should be aware, however, that despite legitimate efforts, it may not be possible to make satisfactory off-campus arrangements. If this occurs, the student would then be required to complete the student teaching experience within the immediate area of Hope’s campus.
- Once a placement is arranged, students may be asked to interview with the cooperating teacher and/or building administrator. The student will also be encouraged to contact the cooperating teacher and if possible, 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.
- In addition, all attempts will be made to provide the opportunity for the student teacher to participate in the host institution’s student teaching seminar and/or related experiences. This type of arrangement again provides the student teacher with the opportunity to connect with other student teachers and receive appropriate levels of support and instruction.
- Hope College has limited the number of students that may be off-campus in any one semester. The student interested in this option will need to apply for and be approved to be off-campus for the student teaching semester.

Costs

Students should be aware that additional fees (over and above the student teacher’s responsibilities for Hope’s tuition and 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 will be made with local school districts.

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. The Seminar meets on Monday evenings from 6:30-8:30 p.m. A calendar with the required sessions will be provided by the Director of Student Teaching.

- 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 are available from the Director of Student Teaching. Assignments include:
 - A complete reading of the Hope College *Student Teaching Handbook*,
 - Weekly reflections submitted via email to the assigned college supervisor,
 - A midterm self-evaluation also submitted to the college supervisor,
 - A self-evaluation of a videotaped lesson submitted to the college supervisor,
 - 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.
 - 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.
 - Unit plans submitted to the college supervisor observing the student teacher, and
 - Special education pre-referral processes submitted to the Director of Student Teaching.

The Professional Semester

- The Professional Semester at Hope begins with student teachers taking two courses for five weeks on-campus. This includes ED 500-Perspectives in Education as well as course work for the senior seminar requirement. Once completed, the student teacher begins his/her assignment off-campus. For the student teacher who wishes to begin the student teaching placement at the immediate start of the semester, there are several options to consider:
 - The student has the option of taking ED 500 the *semester prior* to the student teaching assignment. Special permission is required for this to occur.
 - The student teacher may wish to complete ED 500 as an independent study. Again, special permission is required for this to occur.
 - The student also may wish to take a senior seminar prior to the student teaching semester. Some students return to campus following the student teaching experience in order to fulfill the College's senior seminar requirement and perhaps other course work as well. If both of these requirements are completed prior to the student teaching, the student teaching placement can start on the first day of the semester and run for the subsequent required number of weeks.

Expectations

- 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.
- 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 maintained for all student teachers, whether on- or off-campus.