

## Procedures for Off-Campus Student Teaching Requests



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. The following guidelines should be followed to ensure full consideration of such requests:

### Application Procedures

- Students interested in student teaching off-campus should contact the Director of Student Teaching, in the Education Department, to discuss the request for an off-campus student teaching placement. Students are advised to seek this information as early in their programs as possible.
- Students interested in this option will further need to submit a letter to the Education Department, care of the Director of Student Teaching, requesting such an arrangement. The letter should state the request, the suggested location 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 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.

### Priority Considerations (with the exception of Chicago Semester and Philadelphia Center placements)

- Priority will be given to students who:
  - Request an off-campus placement for their 9<sup>th</sup> semester,
  - 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).

### Requirements

- Students must submit a letter requesting the off-campus placement to the Education Department, care of the Director of Student Teaching.
- The student must receive a positive endorsement from the Education Department and the major department of study.
- The student must provide evidence of repeatedly successful field experiences ("Recommended" or "Highly Recommended" ratings by field placement teachers).
- The student must have demonstrated consistently positive professional and personal dispositions throughout the program.
- The student must have met all requirements for approval to student teach.

### Placement Procedures

- Once approved, dedicated attempts will be made to meet the student's request. However, the student should be aware that 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 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.
- Students should be aware that additional 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 can be made with local school districts.
- Students should also be aware that 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.

### 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 the Director of Student Teaching.
- The student teacher should also plan to complete several, required assignments for the Student Teaching Seminar over the course of the student teaching semester, *while completing the student teaching placement*. Copies of assignment requirements are available from the Director of Student Teaching. Assignments include:
  - 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 simulation 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.
  - Special education referral processes submitted to the Director of Student Teaching.

### The Professional Semester

- The Professional Semester begins with student teachers taking two courses for five weeks on-campus. This includes ED500-Perspectives in Education as well as the senior seminar course. Once completed, the student teacher begins his/her assignment off-campus.
  - The student has the option of taking ED500 the semester prior to the student teaching assignment. Special permission is required for this to occur.
  - The student also may 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 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 next 12 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 are maintained for all student teachers, whether on- or off-campus.