



SAMPLE Student Teaching Guidelines

I have read and understand the following Student Teaching Guidelines:

I am familiar with the requirements for admission to student teaching as stated in the JMU catalog. To the best of my knowledge I have fulfilled these requirements.

I may request a conference with the Coordinator of Field Experiences to discuss my student teaching situation. The Education Support Center (ESC) will work with me on any unique circumstances, but will make my placement(s) according to the following guidelines:

- **LOCAL** student teaching placements are made in accredited Virginia public and private schools, programs, and agencies within approximately one hour's driving distance from campus.
 - Some programs also place students in northern Virginia, Richmond area, and/or Tidewater area. Other local and non-local placement sites may be assigned in accordance with individual program and/or student needs. All placements are based on availability and efficiency of appropriate supervision.
 - Out of area placements are not guaranteed: Decisions about student teaching placements will always be made in consideration of what program faculty feel is in the best interests of teacher education candidates and the students they will serve. Such program considerations will always supersede candidates' personal, financial, and/or experiential preferences and situations.

I may not request positions in specific schools or with specific teachers.

Under no circumstances will I try to secure my own placements.

I authorize the ESC to secure and send a copy of my JMU transcript to a school division as part of my student teaching application. I will supply a copy of my transcript if I completed my undergraduate course work at an institution other than JMU. _____ Initial

I authorize the ESC to share my contact information.

_____ Initial

Some school divisions have a different TB test policy or require an additional application form, a personal interview, or a background or security check. The ESC can provide information about specific school division policies, but I am responsible for completing these extra requirements.

My student teaching placement(s) will not be requested or will be withdrawn if I do not meet all deadlines and criteria. *If I wish to student teach in a subsequent semester, I must notify the ESC in writing; my application will not be automatically reactivated.*

The ESC will make every effort to secure my placement(s) on a timely basis; however, the ESC cannot always predict when those placements will be confirmed. I will be notified as soon as information about my placement is available.

I understand that my preference for placement may not be possible, and I agree to accept the student teaching position(s) assigned to me by the ESC.

_____ Initial

I must clear *all* incomplete grades in education courses prior to student teaching.

I am responsible for my own housing and transportation.

Student teaching is considered a full-time responsibility that may involve before school, after school, or week-end activities. I understand that I will be expected to plan for, and participate in, all of the professional tasks and activities engaged in by my cooperating teacher(s). I understand that my participation in other work or extracurricular activities may not interfere with, or detract from, my student teaching performance.

I understand that during student teaching I will follow the schedule/calendar of the school division to which I am assigned, not the JMU schedule/calendar. (This includes any breaks and/or make-up days scheduled by the school division.)

NAME (print)

SIGNATURE

Date

JMU program and your licensure area

Student teaching semester

The College of Education might want to include my anonymous student teaching assessment data with no identifying information in research studies for scholarly presentations or publications.

I give consent for the COE to use my data

I do not give consent for the COE to use my data

_____ Initial