

STEPHEN F. AUSTIN STATE UNIVERSITY

COLLEGE OF EDUCATION

STUDENT TEACHING POLICIES

The major policies that guide the student teaching experience at SFASU have been approved by the Board of the Center for Educational Partnerships and the Teacher Education Council. The policies as approved are shown below.

1. The student teaching experience is a 6 credit hours experience for all students. The calendar is set to coincide with the public school calendar and fulfills the 12 week minimum required by the Texas Higher Education Coordinating Board.
2. Placements are made according to the following guidelines:
 - a. Arrangements for placements and contacts with schools are made by personnel in the Office of the Associate Dean, College of Education. It is inappropriate for students to contact schools for their own placement.
 - b. Subject and level assignments are made according to State Board of Education requirements for teacher certification.
 - c. Once a placement has been made and a student has been accepted for student teaching by a school, changes are made only in cases of serious need.
3. Students who anticipate giving birth, having elective surgery, or other circumstances that require an extended period of absences are advised to consider enrolling in student teaching at another time.
4. University mentors are employed by department chairs in Secondary Education and Educational Leadership, Elementary Education, Agriculture, Human Sciences, Human Services, and Music.
5. University mentors participate in orientation each semester.
6. Mentor teachers are selected by principals who use these priority criteria:
 - Three years of successful teaching experience
 - Desire to work with student teachers
 - Teaching assignment required by the student's teaching field(s)
7. Student teachers adhere to ethical standards of the teaching profession, to SFA policies for university students, and to the policies of the school where they are assigned.
8. Student teachers are responsible for the roles and responsibilities described in the Handbook. These include making complete lesson plans for each class taught.
9. Student teachers are responsible for being on duty each school day during the semester. Any absences beyond two days must be made up with documentation provided for the permanent file. University mentors will help students plan a make-up schedule.
10. All lessons taught, tests given, and grades assigned to students by student teachers must have prior approval of the mentor teacher.
11. University mentors serve as supporters and guides for student teachers, making a minimum of five (5) site visits.
12. SFA students who wish to be placed for student teaching outside the SFA contractual schools must register for student teaching at SFA. The student must then contact another university with a request for supervision at the student's desired location. If the other university will accept the student for supervision, the student will pay the other university whatever supervision fee the university charges visiting student teachers or pay tuition and fees as required by the other university.
13. Visiting student teachers may be supervised by SFA contingent on request from another university and contingent on a feasible placement. These students must apply for admission to SFA and register for student teaching, paying tuition and fees for a minimum of six (6) hours.
14. A final evaluation of the student teacher's performance will be made cooperatively by the university mentor, the mentor teacher, and the student teacher. This document becomes a part of the student's permanent record in the Placement Office and in the Teacher Education Office. A final evaluation for students visiting at another university must be received before a grade can be recorded.
15. The final grade given for student teaching will be pass or fail.