

**Student Teachers/Professionals in Training -
Procedure**

A. STUDENT OBSERVATION EXPERIENCE

Teacher training institutions have required that teacher candidates complete a period of classroom observation or field experience as a prerequisite to student teaching. The observation assignment and the student teaching assignment do not have to be completed with the same cooperating teacher.

Billings Public Schools cooperate with the teacher training institutions by providing opportunities for classroom observation and student teaching. The superintendent or - another person designated by him serves as the coordinating agent for these assignments.

Each college has recommended plans for completion of the observation requirement, and they provide a guidance form to aid the cooperating teacher as well as the observing student. The two-week observation period ordinarily begins as the school opens in the fall and extends through the first two weeks in the school to which the student observer is assigned.

The purpose of this observation period is:

- Σ to provide an introduction to teaching as a profession;
- Σ to provide direct classroom experience for teacher-candidates prior to student teaching and other professional education courses;
- Σ to assist the teacher-candidate in evaluating his/her professional interest and potential.

During the observation period, the student observer may participate in some of the actual classroom activities as the cooperating teacher directs. It is recommended that he/she not be given any teaching responsibilities during this assignment.

B. ASSIGNMENT OF SUPERVISING TEACHERS

The Superintendent or his/her designee shall coordinate all requests from cooperating institutions for placement with building principals so that excessive concentrations of student teachers and interns shall be avoided. As a general rule:

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Σ as part of the public school system in the State of Montana, the Billings Public Schools shall cooperate with colleges in the state for the training of candidates in the teaching profession;

Σ a student teacher shall be assigned to a teacher or other professional who has

agreed to cooperate and who has no less than three (3) years of experience in the profession - under special circumstances exceptions to this rule may be granted by the Superintendent or his/her designee;

Σ a supervising professional shall be assigned no more than one student teacher/intern per school year;

Σ the supervising professional shall remain responsible for the class; and

Σ the student teacher shall assume the same conditions of employment as a regular teacher with regards to meeting the health examination requirements, length of school day, supervision of co-curricular activities, staff meetings, and inservice training.

C. INTERNS

The District shall participate in mutually beneficial agreements with accredited institutions of higher learning for the education of professionals in training, and shall provide a reasonable number of classroom and other real life situations each year to enhance their training:

Σ prospective interns shall submit to the Superintendent or his/her designee a proposal for internship;

Σ the proposal shall include proper authorization from his/her academic advisor confirming that the proposed internship is a required part of a formal plan of study;

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- if approved, specific assignment for the internship shall be made by the Superintendent or his/her designee;
- specific arrangements for the implementation of the plan shall be mutually agreed upon by the appointed building administrator and intern.

Date Adopted: June 30, 1996