

PERSONNEL

Placement Procedures

A. Student Teachers

1. School Principals are requested by the Department of Human Resources to provide a listing of cooperating teacher recommendations each school year using established criteria.
2. The Department of Human Resources shall compile a master list of recommended cooperating teachers from the lists submitted by principals.
3. Colleges and universities shall submit in writing student teaching placement requests along with student data sheets and placement information (e.g., name of students, subject and/or grade level requested, and the dates) in accordance with deadlines outlined on the request form.
4. The Department of Human Resources will assign students to cooperating teachers and notify in writing the colleges and universities, cooperating teachers, and principals of the placements. Teachers receive a stipend from the college or university for being a cooperating teacher, and they are eligible to receive. Teachers are also eligible to receive license renewal points for their mentorship of student teachers.
5. A cooperating teacher meeting will be held each semester. This meeting provides colleges and universities that have student teacher placements in the school system with the opportunity to meet with the cooperating teachers who will be mentoring their students.

B. Practicum Students

1. A placement qualifies as a practicum when the college student's classroom visitation(s) results in a total of five or more hours of participation.
2. Colleges and universities requesting practicum placements will have students complete the School Division's Practicum Placement Request Form and forward the forms to the Department of Human Resources using deadlines established on the request forms.
3. The Department of Human Resources shall distribute the practicum forms in an equitable manner using the approved Cooperating Teacher List. In the event the list has been exhausted, a request for placement will be sent to the principal.

4. Teachers are eligible to receive license renewal points as designated on the practicum form for their mentorship of practicum students.
5. Colleges and universities will be notified in writing of the confirmed practicum placements.

C. Observation Students (less than four (4) hours)

1. A placement qualifies as an observation when the college student's classroom visitation(s) results in a total of no more than four hours of participation.
2. Individual college students' home from college, college students who are visiting the area, and local residents who attend college may request an observation placement in an individual school through the principal of the school or through the Department of Human Resources by completing the Observation Request Form.
3. If the principal approves the request, information from the Observation Placement Request Form is forwarded to the Department of Human Resources to be added to the citywide placement records.
4. All visitors to schools must follow regular visitor registration procedures.
5. Principals shall determine which teachers will be given the opportunity to mentor student observers. Due to state requirements, teachers are not eligible for license renewal points for student placements that are fewer than five hours in duration.

Approved by Superintendent: January 18, 1994

Revised by Superintendent: August 30, 2005

Revised by Superintendent: January 26, 2022