

# CECIL COUNTY PUBLIC SCHOOLS

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## PLACEMENT PROCEDURES FOR TEACHER EDUCATION STUDENTS



The Cecil County Public School (CCPS) system is pleased to cooperate with colleges and universities in response to requests for training experiences for post-secondary students enrolled in teacher education and other professional preparation programs.

### **PLACEMENT GUIDELINES**

Teacher education students are placed with cooperating teachers in all schools within the Cecil County Public School system. The requesting post-secondary school official works with CCPS school principals to identify prospective cooperating teachers and to suggest appropriate placement assignments.

Because teacher education experiences are an important part of the student's professional preparation, every effort is made to place students with exemplary teachers. Teacher education students are placed with cooperating teachers who meet the following criteria:

- Five years (minimum) experience as a successful classroom teacher.
- Tenured in the CCPS system.
- Holds valid teaching certificate with proper endorsement for the teaching assignment.
- Holds an Advanced Professional Certificate (APC)\*  
(\*not required for field placements or methods placements)
- Shows commitment to life-long learning as evidenced by work towards a master's degree, workshops, college credits, or other types of activities that assist the teacher in increasing his/her knowledge and performance related to the teaching profession.
- Must show proficiency in observation trends:
  - No observation below effective
  - No evaluation below effective
- Recommended by the school principal.

Post-secondary students are a part of the CCPS system. The same expectations that our professional staff are held to will apply to all post-secondary students; this includes displaying professional behavior, attitude, voice, and appearance at all times in the school environment.

### **Student Teaching – Practicum – Clinical – Methods**

1. An official request for teacher education placements must be submitted from a post-secondary school on behalf of the student(s). A post-secondary institution is not limited to one approved representative. Students may not request their own placements. All requests for placements must be directed to the Associate Superintendent for Education Services for review and approval.
2. An official representative (i.e., student teaching coordinator) must contact the Associate Superintendent for Education Services to receive approval to contact school principals. Once approval has been granted, the representative may contact principals to discuss potential placements.
3. Requests received from an official representative must include the following information before a placement will be considered:
  - Name of student
  - Dates of placement
  - Type of placement (i.e., student teaching, methods, etc.)

- Grade(s) and/or content area desired for the placement
  - Specific school requested (if known)
4. An on-site supervisor must be assigned and provided by the post-secondary school for each student teacher.
  5. Student Teachers will be given a generic non-proxy ID badge by the school in which they are assigned.

### **Counseling Internships**

*Same placement guidelines as above, plus:*

The CCPS Coordinator of Guidance Services will pre-approve and work with principals in the selection of appropriate counseling internship placements prior to the Associate Superintendent's approval. Counseling internship requests must be pre-approved by the building principal.

### **CCPS employees requesting classroom observations, student teacher placements, administrative internships, or counseling internships**

*Same placement guidelines as above, plus:*

Individuals currently employed by CCPS (regardless of their role – teacher, paraprofessional, secretary, etc.) may not complete classroom observations required for post-secondary course requirements, student teaching and/or internship requirements during their duty day, with the exception of authorized administrative duties requested by leadership personnel.

In order to fulfill course requirement hours, an intern may elect to accrue hours before/after the duty day or during a 30-minute duty-free lunch, request the use of personal leave, and/or work on non-duty days during the school year or in the summer.

Additionally, time spent involved in School Improvement Team (SIT) meetings, assisting administrators after work at student events (athletic contests, dances, sports award assemblies, honor society inductions, Open House, PTA meetings, club meetings, etc.) may be counted toward internship hours.

### **Classroom Observations - Field Experiences - Shadowing**

1. A request for classroom observations, field experiences, or shadowing experiences can be submitted from a post-secondary school on behalf of the student(s) or directly from a post-secondary student. All requests must be directed to the Associate Superintendent for Education Services for approval.
2. Students must receive authorization for classroom observations, field experiences, or shadowing experiences from the Associate Superintendent for Education Services before making contact with a CCPS school principal regarding logistics of the observations.
3. Requests for classroom observations, field experiences, or shadowing experiences must include the following information/documentation:
  - Name of student
  - Proof of student's current status with the college/university
  - Copy of syllabus/assignment indicating the need to observe in a classroom
  - Date, duration, and total hours of observation
  - Grade(s) and/or content area desired for the observation
  - Specific school requested (if known)

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