

Procedure – Student Teachers

The procedures for developing and implementing a student teacher agreement are as follows:

- A. The college representative will present a student teacher agreement to the superintendent for review and approval;
- B. The superintendent will coordinate the institution's request for placement with principals to determine if placements are possible in the subject areas requested;
- C. The college supervisor will be notified of placements that can be accepted during the quarter;
- D. Assignment will be made with the approval of the cooperating staff member and the principal;
- E. A student teacher will be assigned to a teacher with no less than three years of teaching experience;
- F. A supervising teacher will not be assigned more than one student teacher per school year;
- G. The supervising teacher will be responsible for the class and should not delegate responsibilities until the student teacher has displayed the proficiency to accept them; and
- H. A student teacher should assume the same conditions of employment as a regular teacher in terms of length of school day, supervision of co-curricular activities, staff meetings, and in-service training.

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