



Handbook for Student Teachers and Interns

Welcome to Charlotte-Mecklenburg Schools (CMS)!

The CMS Recruitment Team collaborates with colleges and universities to provide aspiring teachers with a dynamic field placement, as well as support and guidance throughout the final stages of the traditional teacher certification process. Our school district also offers field placements for internships in student support services, including, but not limited to, school social workers, school psychologists, physical therapists, and speech-language pathologists.

A successful student teaching experience is a critical component in preparing aspiring teachers to become effective full-time classroom instructors. Student teachers in CMS have the opportunity to gain practical, hands-on experience with a diverse student population in a dynamic, urban, and suburban classroom environment. By working with experienced cooperating teachers, student teachers can learn the instructional strategies, assessment practices, and classroom management skills that result in positive student outcomes.

The Recruitment Team places student teachers in CMS on the university's behalf to ensure optimal student teacher placements that provide the best possible preparation for a full-time teaching position. All eligible student teachers and interns must complete the general information, voluntary, and background information pages of the CMS online application through the CMS website, and complete CMS onboarding before the start of their student teaching/internship experience.

For more information and to access the online application, visit:

<https://bit.ly/APPCMS>

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The CMS Recruitment Team works collaboratively with local universities and CMS administrators to ensure that aspiring teachers are aware of CMS policies and procedures and aims to promote best practices in student teaching. Our team also provides support and guidance regarding the CMS hiring process.

Student Teachers/Interns & Colleges/Universities

1. Requirements

- Each college/university must have a current agreement or memorandum of understanding (MOU) on file with CMS before seeking placement for a student teacher. Colleges/universities seeking to place school social workers, school psychologists, and school counseling interns must contact the CMS Student Support Services Department (980.343.2383) for prior approval and placement of interns.
- All student teachers and interns must register via our online application system on the CMS website. Registration is required for all student teachers and interns. Visit (<https://bit.ly/APPCMS>) to create your online application. Complete the general information, voluntary, and background information pages of the application. You do not need to complete the entire application at this time. However, the system will continue to send you email messages reminding you to complete your application.
- Before student teachers or interns can access CMS schools and/or a CMS-affiliated location to work as a student teacher or intern, they must complete the CMS orientation video, a background check, drug test,

Health Examination Certificate (HEC), TB Test, and fingerprinting. The HEC and TB Tests should be submitted to BIB. Refer to page 9 of this handbook for more information about the HEC.

- Student teachers and interns are expected to familiarize themselves with information regarding Bloodborne Pathogens and the Hazard Communication policy, which is covered during the onboarding videos.
- International student teachers without a Social Security number must contact the CMS Recruitment Team office regarding the application.
- Current CMS employees are **NOT** required to complete another CMS orientation, background check, drug test, fingerprinting, or health exam certificate.
- Current full-time CMS employees must provide their Principal/Administrator and HR Team Leader with confirmation from their college/university of the dates for the student teaching/internship. Confirmation should be submitted via email or on paper using college/university letterhead. Teacher assistants (TAs) may contact their HR Team Leader for information regarding special provisions for TAs operating as student teachers.

2. Responsibilities

- Upon arriving at the host school for your first day of student teaching, you should present your confirmation email from HR to the principal or his/her representative.
- Complete all university documentation related to student teaching.
- Meet student teaching attendance requirements as set forth by the university.
- Assume the responsibilities as communicated by your cooperating teacher, including, but not limited to, record keeping, planning lessons and units,

teaching lessons, assessing student learning, preparing displays, and day-to-day classroom management.

- In consultation with your cooperating teacher and in accordance with the policy of the host school and your university, observe your cooperating teacher and take on an appropriate portion of his or her teaching load and other duties.
- Participate in and attend school events, parent-teacher conferences, faculty meetings, and workshops as approved by the university.
- Become familiar with the particular rules and norms adhered to in your student teaching placement.
- Use sound judgment and demonstrate professionalism.
- While you are encouraged to participate in extracurricular activities in which your cooperating teacher is involved, these activities are optional and cannot conflict with the university's weekly seminars or other requirements.
- You are expected to follow the CMS school calendar (<https://www.cmsk12.org/calendar>). If you need to miss a day because of illness or an emergency, you should contact your cooperating teacher and your university supervisor as soon as possible. Under university guidelines, the supervisor will decide if this time needs to be made up.
- You are expected to maintain a professional attitude concerning all activities undertaken during your placement. Particular care should be taken with the rights to privacy of children and parents. If you are unsure of the proper procedures to be followed in a given situation, you should first consult with your cooperating teacher. If the cooperating teacher is unavailable, you should consult with the appropriate administrative personnel. If no immediate on-site advisor is available, you should contact your university field supervisor.

Cooperating Teachers

Cooperating teachers play a critical role in the professional development of a student teacher. CMS recognizes and fully supports your efforts to share model teaching practices and continuous feedback with your student teacher. We thank you in advance for your time and effort.

You should have at least three years of teaching experience in the subject area in which your student teacher is earning their certification. Some colleges and universities also require that cooperating teachers meet additional criteria to mentor student teachers.

1. Guidelines

You should be aware of and take advantage of any incentives and/or training that may be available to you from the university that your student teacher attends. These incentives can come in a variety of formats, such as university course credit and access to university facilities.

You are encouraged to read all materials and handbooks provided to you by your student teacher's university to provide more details regarding specific roles and responsibilities. If this information has not been provided to you, please contact the university field placement office.

2. Responsibilities

- Understand the importance of hosting a student teacher and allow the student teacher to assume the varying roles of classroom teachers - from observation to working with small groups to fully leading the class.
- Familiarize the student teacher with the classroom, the school facilities, the staff, and the policies of the school through activities that include, but are not limited to: a tour of the building, introduction to the principal, other administrative staff, and support personnel, library resources, print resources,

technology resources, instructional materials, parent handbooks, student tardy and attendance policy, school grading procedures, and school calendar.

- Impart to the student teacher the importance of keeping accurate records and maintaining student privacy guidelines.
- Model and provide various strategies for effective instruction and positive classroom management.
- Provide for the smooth transition of the student teacher to full-time teaching by encouraging the student to engage in a variety of activities, such as:
 - one-to-one tutoring
 - small group instruction
 - lead short discussions
 - team teaching
- Preparation of instructional materials and development of bulletin boards and instructional displays.
- Evaluation of student work and feedback to students on next steps.
- Supervision of students doing independent work.
- Observe the student teacher frequently and offer verbal and/or written feedback after each observation.
- Encourage the student teacher to be creative and innovative based on the particular needs and interests of the students.
- Communicate daily with the student teacher, providing feedback on strengths and weaknesses, and offering next steps.
- Actively include the student teacher in non-teaching functions such as staff meetings, parent conferences, in-service activities, etc.
- Participate in formal and informal evaluations with university personnel.
- Communicate frequently with the university supervisor to support and evaluate the student teacher's performance, reporting any concerns or problems about the student teacher immediately.

- Cooperating teachers are legally responsible for their classroom and must not leave a student teacher alone with students at any time.
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Principals or Principal Designee

Once a student teacher/intern has fully completed their CMS orientation and compliance requirements. You should expect to receive a letter of introduction from the student teacher's university covering the following information:

All student teachers must have security clearance before the start of their student teaching. The Recruitment Team can confirm if a student teacher has passed their background check review.

1. Recommendations

Before accepting a student teacher into your school, you should receive written notification from the college/university field placement office.

- Student teachers/interns should be included in school functions and gain experience in areas such as:
 - Parent conferences
 - Professional development activities
 - After-school activities
- Every effort should be made to match your student teacher with a cooperating teacher in the same certification area with a minimum of 3 years of experience within that certification area. Some colleges and universities also require that cooperating teachers meet additional criteria to mentor student teachers.
- In choosing a cooperating teacher, you should select individuals who are:
 - Able to mentor and provide constructive feedback to help student teachers grow professionally
 - Demonstrate and encourage reflection on teaching practices to foster continuous improvement

- Shows effective strategies for classroom management and maintaining a positive learning environment
- Masters of a wide range of instructional strategies to cater to various learning styles and needs
- Has deep knowledge of the subject matter
- Flexible in teaching methods and can adapt to changing education technologies and methodologies
- Has strong verbal and written communication skills for clear, concise, and effective interaction with student teachers, students, parents, and colleagues
- Demonstrates high levels of professionalism, including ethical behavior, integrity, and respect for all students and colleagues
- Ability to work effectively with other teachers, administrators, and professional learning communities
- Aware and sensitive to the backgrounds and needs of students, and fosters an inclusive and equitable learning environment
- Skilled in designing and implementing effective assessment strategies to monitor student processes and inform instruction
- Commits to ongoing professional development and staying current with educational research and best practices
- Has the ability to inspire, motivate, and lead by example, and foster a culture of excellence in education
- Provide time for your cooperating teacher to meet with his/her student teacher within the regular school schedule.
- To the greatest extent possible, you should:
 - Observe and provide feedback to the student teacher
 - Evaluate the student teacher as a potential candidate for hire

Health Exam Certificate (HEC)

- CMS student teachers and interns must submit a completed health exam certificate (HEC) to the Background Investigation Bureau (BIB). BIB will send an electronic request to the HEC. The student teacher/intern is responsible for completing the health exam. CMS does not pay for health exams.
 - Current CMS employees are not required to complete another HEC.
 - The HEC can be signed by a licensed physician, nurse, or nurse practitioner. You may use your physician, or you can also use one of the facilities suggested by BIB. Either way, there is a fee associated with submitting the HEC.
 - BIB will accept the HEC. Please do not send the HEC to the HR or the Recruitment Team.
 - It is very important that you keep a copy of your HEC for your records in case you get a job in CMS after you complete your student teaching or internship.
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Frequently Asked Questions

- 1. I have already registered as a volunteer. Do I still need to create an application?**
 - Yes, the online application and the volunteer application are two separate processes, so you still need to create an online application to become a student teacher or intern.
- 2. I have already been fingerprinted in another state or school. Do I still need to complete a background check and drug test with CMS?**
 - Yes, CMS requires all student teachers and interns to complete a background check and drug test. CMS will pay for the background check and drug test.
- 3. Do I get an ID badge and email account?**
 - Yes, student teachers and interns receive ID badges. Upon completing your CMS onboarding, the HR department will provide you with a confirmation email

that you can share with your assigned school or department. Your school/department makes your ID badge. CMS student teachers and interns will also receive a CMS email account.

4. My cooperating teacher wants me to be a substitute in his/her classroom. Am I able to do this, and can I get paid as a substitute teacher?

- Most colleges/universities have certain guidelines that must be followed for student teachers to become substitute teachers. Therefore, please first consult with your college/university regarding their policy on this matter. If your college/university allows this practice, you will need to complete your CMS application and apply to be a substitute teacher. In addition to this, you must complete all steps required by the CMS Substitute Department.. Your pay will be at the non-certified substitute rate until you complete all licensure requirements and receive your NC teaching certificate.

5. I am an international student. What do I do?

- International students with a Social Security number must create a CMS online application. Complete the general information, voluntary, and background information page of the application. You do not need to complete the entire application at this time. However, the system will continue to send you email messages to complete your application. International students without a Social Security number must contact the Recruitment Team at cmsrecruitment@cms.k12.nc.us.

CMS Recruitment Team

Phone (980) 343-1848, Email – cmsrecruitment@cms.k12.nc.us

