STUDENT TEACHING INFORMATION

STUDENT TEACHING AT MURRAY STATE UNIVERSITY

Student teaching is the clinical experience prior to a student entering the work force as a certified teacher. Student teaching builds on prior prestudent teaching field and laboratory experiences and prepares the student for the year-long internship which is required for all beginning teachers in Kentucky.

ADMISSION TO STUDENT TEACHING ORIENTATION

- All students seeking certification are also required to attend an Admission to Student Teaching Orientation. Orientations are only held in the fall
 and spring. Students must attend a student teaching orientation one year or two semesters prior to the semester in which they will student
 teach. Dates of the student teaching orientations can be found on flyers posted on campus or by contacting Teacher Education Services.
- All student teaching seminars and meetings, including information on certification and entering the job market, will occur during the student teaching semester. You will be notified of the seminar dates after admission to Student Teaching.

CDI and Student Teaching

Because all CDI students in the certification program are graduate students, admission for CDI students is managed cooperatively between the CDI program and Teacher Education Services.

Documentation of 200 or more hours of field experiences must be submitted to TES. These hours will be verified prior to admission to student teaching (16 KAR 5:040). Students are required to obtain a login to EPSB website at www.epsb.ky.gov. Once a login has been secured students will enter their field experiences using Kentucky Field Experience Tracking System (KFETS). It is recommended that students enter field experiences each day as they occur.

Agriculture and Student Teaching

- 1. The student teaching placement process is managed by the College of Education through Teacher Education Services.
- Documentation of 200 or more hours of field experiences must be submitted to TES. These hours will be verified prior to admission to student teaching. (16 KAR 5:040) Students are required to obtain a login to EPSB website at www.epsb.ky.gov. Once a login has been secured students will enter their field experiences using Kentucky Field Experience Tracking System (KFETS). It is recommended that students enter field experiences each day as they occur.

THE CONCEPT OF AN "APPROVED PROGRAM"

- 1. All Kentucky institutions of higher education with teacher preparation programs file "approved programs" with the Education Professional Standards Board. For example, out of all of the possible courses that a person seeking high school English could take, the courses in the "approved program" are the courses that the institution and the certifying agency have agreed must be taken to be recommended for a certificate. Again, using the English major/area as an example, the "approved program" for teaching English could be different in a number of ways from the courses that would be taken by a person not intending to teach English as a certified teacher in the public schools. All students, as a prerequisite for admission to student teaching status, must place a copy of their "approved programs" in the major, or area(s), and professional education course sequence on file with Teacher Education Services. These approved programs, signed and reviewed by authorized departmental advisors, indicate that all courses, whether MSU, transfer or substituted courses, together are equivalent to the approved programs on file at the state-certifying agency. Transfer or substituted courses must be completely documented in the student's teacher education file.
- 2. GPA's are calculated on the courses in the approved programs, not on all courses with a common course prefix. <u>Calculating the Overall Undergraduate GPA</u>: 1) The overall GPA reflects all grades, credit hours, and quality points on a student's transcript. All courses taken at the university level appear on a student's transcript, and there is generally no provision at MSU for removing a course from a transcript. (See UG Catalog for rules on Academic Forgiveness) 2) Students may retake courses. Effective Fall 2009 if a non-repeatable for credit course is taken multiple times, only the last attempt will be calculated in the cumulative GPA and count toward hours earned. Transfer credit will be treated the same way as MSU credit under this policy change. Therefore, an equivalent transfer course could mark off an MSU course.
- Individual Curriculum Contracts, or approved Programs, and the Calculation of GPA's in the Teaching Majors/Areas:
 - a. The teaching majors/area(s) GPA's are calculated by reference to a student's performance in courses on <u>individual curriculum contracts</u> which have been developed to meet the requirements of MSU approved programs. An MSU approved program is one that is listed in the MSU Academic Bulletin and filed with the Education Professional Standards Board. An individual student curriculum contract (approved program) is a signed document which outlines the sequence of courses developed by a student and his/her assigned advisor in a major, or area(s) to meet requirements for graduation and certification. Only courses included in the signed curriculum contract are used in calculating GPA's. These forms are distributed at Admission to Student Teacher Orientations only.
 - A student must complete MSU individual curriculum contracts in his/her teaching majors/area in order to be recommended for certification by MSU.

- Substitutions for courses in an individual curriculum contract must be approved by the chairperson of the appropriate department.
 A copy of the course substitution form must be attached to the approved program form.
- d. Once the major/area programs for which GPA's are to be calculated have been identified, all university rules concerning the Calculation of GPA's are followed.
- 4. General Concepts on approved Programs and Calculated GPA's: Teacher Education Services follows university policy in calculating GPA's. These policies are outlined in the current MSU Academic Bulletin and are more fully detailed in the operating procedures of the MSU Registrar's Office. Official GPA's are calculated by the Registrar's Office and displayed either on the student transcript or on a letter bearing the Registrar's signature and scal. According to Education Professional Standards Board regulations, all candidates must meet a minimum 2.75 GPA standard overall, (See page A4 on the GPA rule) and in the professional education courses and major, subject areas(s) and emphases under which they plan to be certified as a prerequisite for admission to student teaching. Approved programs are those programs filed with the Education Professional Standards Board that designate the specific courses that are required for a student to be eligible for a specific certificate. Responsibility for approved programs rests with the academic department. Changes or substitutions in approved programs are authorized by the appropriate departmental advisor and initialed on the approved admissions program or course listing forms. A copy of the substitution form must accompany the approved program when the student teaching admissions packet is filed with Teacher Education Services.

GENERAL INFORMATION

- Attendance at an Admission to Student Teaching Orientation two semesters prior to the student teaching semester is a PREREQUISITE for student teaching placement. Dates for orientations are available from Teacher Education Services. See sheets D1 and D2.
- Evidence of 200 or more clock hours of field experiences must be provided to TES and EPSB. All hours will be verified prior to admission to student teaching. (16 KAR 5:040)
- Placements are the responsibility of the Coordinator of Student Teaching and appropriate school system officials. Selection criteria for the cooperating teacher include: effective classroom management techniques that promote an environment conducive to learning; best practices for the delivery of instruction as measured by student performance; mastery of the content knowledge or subject matter being taught; aptitude and ability to contribute to the mentoring and development of a preservice educator; usage of multiple forms of assessment to inform instruction; alignment of the Kentucky Core Academic Standards in teaching, and creation of learning communities that value and build upon students' diverse backgrounds as well as previous evaluations of the cooperating teacher. Students should not attempt to make their own student teaching placements.
- 4. Placement as a student teacher requires Admission to Teacher Education and Admission to Student Teaching. Students who student teach in Spring 2014 and beyond are required to complete 200 or more field hours. Anyone who has not met this requirement will not be eligible to be admitted to student teaching.
- 5. All student teaching assignments are all day for 70 days.
- 6. Transportation to student teaching assignments is the responsibility of the student.
- 7. Student Teaching placements will occur in one of the following school districts: Kentucky: Ballard, Caldwell, Calloway, Carlisle, Christian, Crittenden, Dawson Springs Independent, Ft. Campbell Dependent, Fulton, Fulton Independent, Graves, Henderson, Hickman, Hopkins, Jefferson, Livingston, Lyon, Marshall, Mayfield Independent, McCracken, Muhlenberg, Murray Independent, Paducah Independent, Trigg, Union and Webster. Tennessee: Henry or Paris Special District. PLACEMENTS ARE NOT MADE OUTSIDE OF THESE COUNTIES.
- Student Teaching assignments are posted on COESIS at the end of the semester preceding the student teaching assignment. You will need to
 check your information at http://claymore.msunet2k.edu/tes/. After receiving the assignment, students should arrange through the school's
 principal to meet the supervising teacher(s).
- 9. Students may not register for any other classes during the student teaching semester except for the Student Teaching Seminar. Any exception must be requested in writing by the student's advisor and approved by the Dean of the College of Education. However, according to the MSU bulletin, "If an exception is made in any individual instance, the undergraduate must have an overall grade point average of at least 3.0, or at least 3.0 for the previous semester." Request forms are available at TES.
- 10. After one (1) unsuccessful undergraduate student teaching placement (undergraduate placement) or graduate student teaching practicum placement (graduate placement) due to unsatisfactory performance, a plan for improvement may be deemed necessary (improvement plan) by the College of Education. If an improvement plan is deemed necessary, a written plan will be prepared and reviewed with the student. No student may reapply for student teaching until the improvement plan has been successfully completed. Once the improvement plan has been successfully completed by the student, the student may reapply for admission to student teaching and, if admitted, a new placement will be pursued. Successful completion of any plan of improvement does not guarantee readmission to student teaching.

 Any student who has an unsuccessful undergraduate placement or graduate placement due to unsatisfactory performance may be refused readmittance to student teaching if it is determined that the student's performance/conduct during the placement was so egregious, unprofessional, or otherwise grossly incompetent as to render consideration of an improvement plan and/or a second placement inadvisable. A student who re-applies and is denied admission to student teaching on such grounds will be informed in writing of the Admission to Teacher

Education Committee's decision. The grounds stated here are not the exclusive reasons for denying readmission.

A student denied readmission to student teaching as per paragraphs 1 or 2 above may pursue an appeal as per the College of Education Grievance Procedure. Any student who has had two (2) unsuccessful undergraduate placements or graduate placements shall not be readmitted

A18

to student teaching. An unsuccessful placement includes, but is not limited to, termination of placement due to unsatisfactory performance or performance otherwise deemed to be unsatisfactory. An unsuccessful placement may exist regardless of any grade (e.g. "X", "I", "W", "WP", or "E") assigned. (Effective August 2004)

GPA RULE AND STUDENT

Any student with <u>LESS</u> THAN A 2.75 overall minimum GPA or in any required academic or professional education area <u>will not</u> be allowed, under any circumstance, to begin student teaching.

PROFESSIONAL BEHAVIOR, PROFESSIONAL ETHICS AND BACKGROUND CRIMINAL CHECKS

- All students seeking certification are expected to abide by the Kentucky School Personnel Code of Ethics and submit periodic criminal record checks.
- Persons convicted of a felony or crimes involving morals violations are not eligible for a Kentucky Teaching Certificate. Persons who have been dishonorably discharged from the armed forces, or who have had a professional certificate revoked may not be eligible for a Kentucky Teaching Certificate. Contact EPSB at 1-888-598-7667 to discuss individual concerns with their attorney.
- The Kentucky Education Professional Standards Board actively monitors the certified teaching workforce and certification applicants.
- 4. All applicants for admission must complete a Declaration of Eligibility for Certification attesting that they are free of criminal record and professional ethics violations. A similar statement is included as part of the application for a teaching certificate. A student who identifies any criminal record must provide Teacher Education Services with a full description of this history. Once the Declaration of Eligibility for Certification has been completed and signed, if the attestation changes during the time of participation in the teacher education program, the Director of Teacher Education Services must be notified immediately and a new declaration should be submitted.
- Certification candidates are required to maintain professional rules of confidentiality. Any knowledge of students, teachers or schools gained through student teaching activities must be held in strict confidence. (See page A14.)
- All student teachers shall be subject to a state and national criminal records check. (KRS 161.042 Section 2, #4 and 160.380 Section 3, 4 a, b).
 Each school district has the right to refuse the placement of a student teacher based on the criminal record of such student.

HEALTH CONCERNS AND TEACHER CERTIFICATION

Students should be aware that being a teacher requires them to work in an environment that is open to a wide variety of health hazards. All teacher certification students' personal immunizations should be up-to-date. Forms and assistance analyzing personal immunization histories are available from the MSU Student Health Services. All students are required to have a record of TB skin test and physical on file at Teacher Education Services prior to student teaching. All public health issues are of particular concern to teachers and students seeking teacher certification.

PRAXIS SCORES

Passing PRAXIS II and Principles of Learning and Teaching scores for your appropriate specialty area(s) and certificate level are required for a student to be recommended for certification. PRAXIS and PLT scores are filed in Teacher Education Services and recorded by Teacher Education Services on the TC-1 Form. Students should check COESIS to determine if Teacher Education Services has received their passing PRAXIS and PLT scores. It is the student's responsibility to verify that passing scores have been posted at Teacher Education Services.

TOP 10 QUESTIONS ASKED BY PRAXIS CANDIDATES

- Can I register online?
 Yes, register at www.ets.org/praxis/register.
- What if I miss a registration deadline?
 For information regarding missed deadlines, go to www.ets.org/praxis/register.
- Where can I access the Praxis Information and Registration Bulletin online? Download the latest edition at www.ets.org/praxis/about/bulletin
- 4. Where can I find help understanding my scores? Download a guide to understanding your scores at www.ets.org/praxis/scores/understand
- Is there a score verification service?
 Information about score verification is available at www.ets.org/praxis/scores/services/verify scores.
- How can I order Praxis study guides?
 You can order them at www.ets.org/store