



## **Minnesota State University Moorhead**

### **Student Teaching Handbook**

Dear Student Teacher,

Welcome to student teaching! This handbook will give you guidance and answer your questions about what to expect. It is not meant to be your only means of information. Your university supervisor and cooperating teacher will be your mentors, advisors, and strong support during this exciting transition to becoming a professional teacher. You can count on your professors and field experience faculty to be available to you, if you need us, as well. We have great confidence that you will join the ranks of successful teachers who began their journeys at MSUM!

### **Student Teaching Placement Process**

Students who are ready for student teaching will fill out the Student Teaching Application in TK20 the semester before student teaching. If you are planning on student teaching during fall semester, the application is due by February 15. If you are planning on student teaching during spring semester, the application is due by October 1. The Student Teaching Application and information about how to apply, are on the Field Experiences website:

<https://www.mnstate.edu/academics/colleges-schools/education/field-experience/student-teaching/>

You will need to purchase liability insurance and complete a background screening. This information is also on the website.

The Field Experiences Office arranges for all student teaching placements, unless otherwise communicated to a student. We work with area schools to secure placements and they rely on us to use the system we have in place. Students should not contact a teacher to ask for a student teaching placement. If you have a request for a certain teacher, you can put that request on the student teaching application. We cannot guarantee the placement but we will do our best, as long as you and the teacher are not related or have any kind of relationship. **Students are not allowed to student teach in a school where they previously attended or where friends or relatives currently attend or are employed. Students are also not allowed to student teach in a district where their parent is an administrator.**

We place students within 60 miles of the Moorhead area. A request can be made for a placement outside of the area. Please see the Director of Field Experiences to make this request at least one year before your student teaching semester. Keep in mind that students are not allowed to student teach in a school where they previously attended or where friends or relatives currently attend or are employed.

### Qualifications and Requirements of Student Teachers

Student teachers must have a cumulative GPA of 2.75 (Early Childhood, Sped, Elementary Ed) or 2.50 (Secondary and K-12) at the time of application for student teaching. All courses required for the major must be completed and have a grade of C- or better. Successful previous field experiences must be documented. Attendance at Student Teaching Orientation is required.

## Attendance

Student teachers will follow the school calendar of their student teaching placement. They are expected to work the same hours as their cooperating teachers. They are also expected to be in attendance every day of the scheduled term, including professional development and parent-teacher conference days.

There will be days scheduled during student teaching for edTPA work. Student teachers are required to attend any mandatory sessions and are excused from student teaching on those days.

If a student teacher is feeling unwell or has an emergency situation and needs to miss student teaching, up to 3 days do not have to be made up. Anything beyond 3 days must be made up. These days are only meant for sickness or emergency.

Follow your school's protocol for COVID related illness or exposure.

Be sure to contact your cooperating teacher and university supervisor right away if you know you will not be in attendance because of sickness or emergency.

Student teaching dates may be different from your friend who is student teaching. It depends on a number of factors including things like your major and if you are in MN or ND. You can find your specific dates in TK20.

## Dress Code

Clothing must be professional, clean and in good repair. Clothing should not portray anything political or potentially harmful to children. For example, a t-shirt advertising alcohol, a bar, cigarettes, a political candidate, or with a crude joke would be inappropriate.

Be aware of how you smell. It is important that teachers have good breath and body hygiene. If you are a smoker, be sure that your clothes or breath do not smell like smoke. Strong colognes are also distracting and even toxic to some students.

## Language

Swearing and inappropriate comments based on race, gender, sexual orientation, disability, body type, culture, religion, or political affiliation is absolutely forbidden. You may be removed from your placement for using inappropriate language.

Be sure to use good grammar and limit the use of slang. Some students may not understand American slang.

### Student Interactions

As a student teacher and future teacher, you must maintain appropriate professional boundaries with students both in and outside the classroom. While you should build a positive rapport with your students and get to know them as individuals, remember you are not their peer or friend.

You are responsible for upholding all laws as well as ethical expectations of the teaching profession. This includes laws around things like alcohol and minors, and things related to sexual conduct or content. Not adhering to the laws as they relate to your interactions with students will jeopardize your ability to obtain a teaching license.

### Social Media

Do not post anything at all about student teaching on social media. You may be removed from your placement if you do so. Be cautious about all of your social media posts.

### Confidentiality

Anything you learn about students, families, and school staff is confidential. **Do not discuss** this information with anyone except your cooperating teacher and university supervisor.

### Journal Entries

A weekly reflection journal **is required** and will be shared with the university supervisor. The supervisor will make comments, answer questions, and follow up with any concerns. Typically, the journal is sent to the supervisor through email or TK20. The journal is an important part of reflecting on your experiences. A student teacher that does not submit a journal in a timely manner may fail student teaching.

### Lesson Plans and/or Unit Plans

Detailed lesson plans are required for every lesson you teach. You will use the template given to you by your faculty/university supervisor. Upload the 4 lesson plans your supervisor approves to TK20.

### Teacher Performance Assessment (TPA)

The edTPA is a requirement from the state. All student teachers who are working towards their first teaching license will fulfill this requirement during student teaching. Student teachers will be supported with regularly scheduled workshops throughout student teaching. A timeline for completion will be handed out at the first workshop.

### Collaboration

Student teachers are expected to collaborate with cooperating teachers and department or grade level teams. Participate in PLCs, department meetings, grade level meetings, and parent/teacher conference.

### Working with Families

Candidates need to assist with preparing for conferences as part of a collaborative team. They also need to at least observe a conference. The ideal situation would be to take the lead for one or more conferences.

### **SUBSTITUTE TEACHING**

If a student teacher **has a teaching license or a sub license**, the student can be a substitute teacher for up to 15 days, **in the student teaching classroom**. The student teacher can be a substitute teacher **up to 3 times** in the same building, in a different classroom. Student teachers **can be paid** for substitute teaching.

If a student teacher does not have a teaching license or sub license, a substitute teacher must be in the room with the student when the cooperating teacher is absent. The student teacher may be allowed to be in charge of the classroom during that time and can be paid.

Any other substitute teaching situation, which is not explained in this section, is not allowed.

### Requirements for Passing Student Teaching

1. Earn Proficient or better on at least 90% of the Student Teaching Final Evaluation
2. Earn Proficient or better on at least 95% of the Professional Dispositions Assessment.
3. Remain in the student teaching experience throughout the student teaching calendar.
4. Have a successful, independent, full-time student teaching experience for 2 consecutive weeks (as evaluated by supervisor and cooperating teacher).
5. Pass edTPA

### Extending Student Teaching

A student teacher may receive an IP (In Progress) if it is determined that more time is needed to demonstrate proficiency. In this case, the candidate will be given the chance to extend student teaching rather than fail. A remediation plan will be implemented and must be strictly followed by the candidate. If, after the extended time is completed, the student teacher is able to meet the standards for a successful student teacher, he or she may receive a grade of Pass.

### Termination of Student Teaching

If a student teacher is asked to leave the placement by the cooperating teacher or an administrator, the placement will be terminated immediately.

A candidate who fails student teaching may be required to spend a semester in remediation as determined by Field Experiences faculty. When the candidate has successfully completed remediation requirements, he or she may be allowed to repeat student teaching. If a second student teaching experience results in failing, the candidate will not be allowed to student teach again. Field Experiences may only be repeated once.

A student teacher who has been removed from student teaching may appeal that decision with the Director of Teacher Education.

### Guidelines for Student Teachers

1. Begin your student teaching assignment with an open, positive attitude. Keep in mind, cooperating teachers and university supervisors are there to help you learn and grow.
2. Learn the policies of your school and classroom and follow them.
3. Take initiative. Talk to your cooperating teacher about ways you can become involved in the classroom right away.
4. Planning and staying organized is essential.
5. Be on time or early.
6. Keep appropriate boundaries with students.
7. Adhere to all laws and the professional educator's code of ethics.
8. Remember that teachers have many commitments and duties. Your cooperating teacher cannot be available to you at all times. Be realistic. Jot down questions and ask them during quiet times.
9. Be aware that it is expected that the cooperating teacher will gradually provide less support as you near and during full time teaching.
10. Do not text or talk on your phone during school hours, unless it is during a lunch or while students are out of the classroom.
11. Do not eat during class time.
12. Never make a judgement about a cooperating teacher's methods. It's ok to ask about a certain method, but only for the purpose of learning.

### Your University Supervisor

Your supervisor will contact you before student teaching begins to go over expectations. They will also set up a meeting with you and your teacher the first week of student teaching.

Be sure to respond to your university supervisor's email, text, or phone call in a timely manner.

Your supervisor will observe you teaching 4-5 times and will check in regularly. They will evaluate your first two lesson plans. There will be a midterm and final meeting with you, your supervisor, and your cooperating teacher.

Contact your university supervisor with any questions or concerns you have during student teaching

### **Field Experience Contacts**

Lisa Staiger  
Director of Field Experiences  
[staigerl@mnstate.edu](mailto:staigerl@mnstate.edu)

Tracy Heng  
Administrative Assistant of Field Experiences  
[hengt@mnstate.edu](mailto:hengt@mnstate.edu)

Contact Tracy for questions/concerns about liability insurance, background checks, and TK20.

Contact Lisa about all other concerns about student teaching, if your university supervisor is not able to help.

