



Student Teaching Placement Background and Process in the Department of Education

Candidate Information (to be put in ST handbooks and catalog)

The field experiences for all licensure programs in the Department of Education are structured to align with Vermont Agency of Education requirements. The College of Education and Social Services recommends education preparation candidates for educator licensure in one or more endorsement areas after completion of all requirements including a 13-week minimum full-time (or equivalent) student teaching internship. This student-teaching internship is the capstone experience for all educator licensure programs. The semester long for undergraduate candidates and year long for graduate candidates student teaching experience provides the opportunity to link theoretical knowledge with practical experience while working with experienced professionals in the field.

Consideration for internship requires successful completion of all program benchmarks as identified in the handbook. A successful interview or meeting with the prospective mentor and or site administrator is required prior to final assignment.

Eligibility for Internship

The semester before internship, student needs to:

- Attend the student teaching orientation,
- Complete all required forms,
- Demonstrate completion of all program benchmarks.

Successful completion of student teaching placement

- Satisfactory scores on the midterm and final programmatic assessments (as determined by program supervisors)
- No scores of “Acute Concern” and the majority of scores being “Satisfactory” on the final PADA
- Completion of 13 weeks of full-time teaching with solo experience or equivalent
- No scores of “Undeveloped” and the majority of scores being “Target or Advanced “ on the Summative Teaching Assessment
- Grade of “B” or better

Placement Process

- The Director of Field Site Coordination solicits capacity from our partner sites for appropriate placements considering the needs of undergraduate program and those graduate candidates who may be employed at a particular site.
- The Director of Field Site Coordination will communicate the placements that were secured (site and mentors) to the individual programs.
- The program makes a decision as to which candidate will be working with a particular mentor.
- The Field Site Coordinator notifies the candidate of the placement location.
- Candidate information is sent to the site through the Field Site Coordination Office.
- Candidates interview/meet with the mentor to determine compatibility.
- Meetings are generally arranged through the site mentor or administrator and the candidate.
- Confirmation of the placement occurs when both parties agree that the match is acceptable.
- A failed initial match occurs when either the mentor in his /her/their discretion determines or the candidate reasonably determines that the partnership is not a good fit for the goals, knowledge and skills expected by the program.
- Second interview opportunities are provided when there is an appropriate site and mentor available.
- Third interviews are considered only under exceptional circumstances and when a candidate submits a request through a written appeal to the Director of Field Site Coordination.
- The appeal is considered by the Program Coordinator, Director of Field Site Coordination, Director of Teacher Education and the Chair of the Department of Education in their sole discretion. This decision is also dependent upon the availability of an appropriate placement.
- The candidate is informed of the final decision in writing by the Chair of the Department and there is no further appeal.

Dismissal from Placement

A candidate may be removed temporarily or permanently from a placement based on their performance or if they violate any of the conditions of the Clinical Experience Contract.

- The dismissal might occur at any time during the internship.
- This recommended dismissal may be initiated by the mentor teacher, a school administrator, or the UVM supervisor.
- In addition, a candidate may wish to terminate the internship based on personal or professional circumstances. This request requires approval from the mentor, UVM supervisor and Director of Teacher Education. The termination will take place within 5 days of the request unless there is an emergency situation in place.
- The recommendation for termination is submitted, in writing, to the Director of Field Site Coordination, UVM supervisor, mentor teacher and program coordinator.

- The termination begins immediately following the submission of the request by the mentor teacher, a school administrator, or the UVM supervisor.
- The termination if requested by a candidate, begins immediately following the approval of the request.
- In an emergency situation, the termination may begin immediately (health concerns, egregious behavior).
- The supervisor will work with the program coordinator in consultation with the Field Site Coordinator and Director of Teacher Education to determine if the candidate will be offered another placement.
- If the candidate is not in agreement with the decision, they may submit a written appeal to the Chair of the Department of Education who will make the final determination regarding a placement in his/her/their sole discretion.
- The availability of an additional placement cannot be guaranteed due to capacity at our partner sites.

Request for Change of Placements

Requests for a change of placement or change of supervisor may be initiated by:

- the student teacher
- the University supervisor
- other University faculty members
- a cooperating teacher
- administrator in the local school

The director of field services will review the request with all parties involved and determine/facilitate changes when needed.

Withdrawals

- Withdrawals from student teaching must be completed by the student teacher in accordance with University regulations, including notification of this change in status to the Student Services Office.
- Additionally, notification of withdrawal must be submitted in writing to the Office of Field Placement.

This Placement Process is subject and subordinate to all other applicable University policies and procedures.