

Student Teacher-Intern Guidelines - Educational Studies

1. Dress, act, speak, and promote yourself as a professional both in school and in the community.
2. Familiarize yourself with the school district including, but not limited to, teaching and assessment philosophies, structure, materials, administration, and the surrounding neighborhood.
3. Prior to beginning your student teaching placement, read the school district/school handbook, student handbook, and parent handbook.
4. Understand and follow the cooperating school's policies as applied to regularly employed staff.
 - Arrival and departure times
 - Reporting absences
 - Dress code
 - Parking
 - Use of teacher's lounge and/or workroom
 - School-wide discipline plan
 - Computer usage
 - Lesson plan deadlines
 - Rapport and interactions with students
 - Inservice sessions
 - Faculty meetings
 - Parent/teacher conferences
5. If you are ill and cannot attend school, notify your cooperating teacher, school office, and student teaching supervisor of your absence prior to the start of the school day. If you are ill, please make arrangements to get your lesson plans to your cooperating teacher prior to the start of the school day (for example, send as an email attachment to the cooperating teacher, have someone else drop your lesson plans off at the school, etc.).
6. In accordance with P-I 34, attend full days for the entire school district quarter and/or semester. Excessive absences or tardiness for any reason will result in a failed student teaching placement.
7. Follow the calendar, vacation dates, and building policies of the school where you have been placed.
8. Maintain ethical conduct in all relations with the staff, student body, parents and guardians, the administrators, and other student teachers/interns.
9. Maintain confidentiality with respect to information given by parents and families, faculty, administrators, or supervisors. This includes information derived from student performance, pupil data records, personnel records, or faculty meetings.

10. Teach only the curricula approved by the school and the district where you have been placed. The cooperating teacher(s), in conjunction with the student teacher/intern, will determine the programs or units to be taught.
11. Assess pupil growth resulting from the student teacher/intern's efforts. This may or may not include the determination of final grades for a reporting period in the school. The cooperating teacher is responsible for making a final judgment.
12. Plan all lessons and assignments thoroughly. Submit individual lesson plans to the cooperating teacher at least two days prior to the class presentation.
13. Apply the principles of effective teaching of lessons by practicing and observing effective classroom management.
14. Work on the development of both technical competencies and "reflective teaching."
15. Play an active role in bringing about an understanding of individual differences relating to race, class, gender, and ability.
16. Assist with co-curricular activities.
17. Become familiar with the following:
 - School media center
 - Health services
 - Guidance services
 - Co-curricular activities
 - Technology resources
 - Use of duplicating materials
 - Grading procedures
 - Emergency procedures
 - Fire and tornado drill regulations
 - Student referral procedures
 - Rules of conduct in assemblies, on playgrounds, etc.
18. Attend school functions that occur in the building. It is most desirable to attend faculty or departmental meetings and to participate in Parent-Teacher Organization meetings.
19. Be receptive and open to suggestions and constructive criticism. Constructive feedback from the cooperating teacher and university supervisor is essential for growth as a professional educator.
20. Ask for advice and suggestions from cooperating teachers and supervisors.
21. Maintain continual communication with the cooperating teacher by setting regular weekly meetings to discuss concerns, plans, and lessons in progress.
22. Complete all written assignments related to student teaching course requirements.
23. Attend Student Teaching/Intern Orientation Day, Teacher Employment Seminar, and Teacher Education Program Evaluation Day at the University of Wisconsin-La Crosse campus.