

## STUDENT TEACHING AND INTERNSHIPS

### *Cooperating Teacher/Student Teacher Program*

The process of education is concerned with the academic, social and physical development of each child; therefore, everyone involved in the teaching program shall consider this as his/her highest priority. Student teaching is a period of apprenticeship. This experience provides a variety of opportunities for the teacher has the opportunity to relate his/her theoretical academic experiences to the classroom situation. The student teacher may participate under the guidance of a cooperating classroom teacher in a variety of innovative programs.

The Board of Education recognizes its responsibility to improve the quality of teacher training and the contributions student teachers can make to the school district. To encourage student teachers from local universities and colleges to receive their student teaching experience in the Yorktown Central School District, the following procedure has been established:

The cooperating teacher who wishes to have a student teacher shall submit a request form in March preceding the year he/she wants the student teacher. If the Building Principal approves the request, it shall be forwarded to the Assistant Superintendent for Curriculum and Instruction. The Building Principal shall inform the teacher of the reasons for his/her request being denied.

A cooperating teacher must have a minimum of three years teaching experience and shall not be assigned a student teacher more than once every two years unless there are no competing request.

A teacher shall be notified within a reasonable time prior to the assignment of a student teacher; a teacher will not involuntarily be assigned a student teacher. An opportunity will be provided for the Building Principal and cooperating teacher to interview the student teacher before the placement is approved.

Student teachers shall not be used to assume teaching duties in lieu of the district's hiring of a substitute or to relieve teachers for administrative meetings called during their teaching times or to relieve teachers from their daily classroom responsibilities.

The College or university shall establish clearly define goals and policies for the student teaching experience. These shall be sent to the proposed student teacher, cooperating teacher, Building Principal and the Assistant Superintendent for Curriculum and Instruction. They shall concern the following:

1. use of and required number of lesson plans;
2. use of unit plans;
3. responsibilities concerning local school system vis-a-vis college or university holidays and vacations;
4. professionalism concerning absences;
5. procedures for reporting absences;
6. amount of time required in actual teaching experiences;
7. attendance at professional meetings;
8. participation in community experiences;
9. involvement in parent-teacher conferences;
10. number of varied learning experiences;
11. record-keeping (e.g., registers, sociograms, daily logs); and
12. recommended responsibilities of cooperating teachers.

Adoption date: December 1, 1995