Student Teaching – Contract of Understanding

Date: ___________ I, ________________________, understand and agree to the following provisions:

1. I must have a cumulative Grade Point Average of 2.75 and 2.75 (or above) in all teaching areas and I must also have passing scores on the PPST in order to begin the Professional Semester.

2. I understand that Student Teaching is a full-time responsibility. It may involve more than eight hours a day.

3. I understand that outside employment will not be considered an acceptable reason for having a negative impact on the Professional Semester Experience. I also understand that on campus co-curricular activities (i.e. intercollegiate athletics, sororities, fraternities, music organizations, drama/dance productions) will, likewise, be considered unacceptable reasons for neglect of student teaching.

4. As a student entering the Professional Semester, I may not enroll in courses other than those specified in the catalog as part of the Professional Semester.

5. I understand that living off-campus will provide me with the environment conducive to successful Student Teaching. All exceptions to living off campus require a petition to the Education Department.

6. I understand that if it is determined that I am substantially distracted from the teaching experience, whether due to personal problems, health issues, or attitude, or if is determined by the Luther College Supervisor, cooperating teacher, and/or Principal that I demonstrate lack of commitment, I may be removed from my placement. I am to notify my cooperating teaching and my supervisor by 7:00 a.m. of any justifiable absence. If I miss more than two days in my assignment, I must arrange additional days of teaching in order to meet the minimum number of weeks of the respective assignment.

7. I understand that communication is an important key to success. If at some point I encounter difficulties, I should contact my college supervisor as soon as possible. It is imperative that I commit fully to the professional semester, thus maintaining a positive relationship between the school system and the College.

8. I understand that I may not legally act as a substitute teacher in the absence of the cooperating teacher or other certified personnel. I may assume study hall, noon, or detention duties only under the supervision of certified school personnel.

9. If I am a Fall Semester Student Teacher, my assignment begins when teacher workshops begin. It is my professional responsibility to contact the cooperating teacher before the end of the previous semester to verify when workshops start and to exchange addresses and phone numbers to facilitate another phone call the week before the start of workshops.

10. I understand that I may be dismissed from the professional semester for unethical/unprofessional behavior. I have reviewed the Policies for Removal of a Student Teacher from Clinical Placements in the Education Department Handbook.

_________________________ Student Teacher / Signature ___________________________ Director of Field Placement / Signature

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Removal From A Clinical Placement College Policy Statement

A Luther College student shall be removed from his/her clinical placement under the following conditions:

1. The cooperating teacher is inadequately prepared to demonstrate interest or skill in mentoring the Luther College student. This may be demonstrated by a teacher who 1) gives little or inappropriate feedback/guidance to the student and/or 2) removes him/herself physically or in a supporting role from the classroom before the Luther student is prepared to assume the role of the teacher. In such instances, the Director of Field Placement will obtain a different placement for the Luther student.

2. When it is determined by the college supervisor, the cooperating teacher or building administrator that a situation exists which prevents the student from making continual progress during the practicum experience. Specifically, circumstances indicate that the student is unable or unwilling to make critical changes or adaptations that would result in progress toward gaining professional skills.

3. It is determined that the Luther student is substantially distracted from the teaching experience whether due to personal problems, health issues, or attitude; it is determined that the Luther College student demonstrates a lack of commitment to his/her learning or that of the classroom students. It is determined that the student is unable/unwilling to rectify the situation.

4. The Luther student interacts with the classroom students in an inappropriate manner:
   a. Physical, sexual, or verbal abuse of students
   b. Impatience, humiliation, or harassment of students
   c. Inappropriate out-of-school contacts which imply a friendship rather than a mentor relationship
   d. Discussion of highly personal topics with students
   e. Violation of confidentiality
   f. Inappropriate language, jokes, innuendoes, or sharing of printed and/or media material with students
   g. Leaving children unattended or in any situation that would subject them to danger.
   h. Inappropriate use of electronic mail and/or technology in the work setting.

5. The Luther student fails to comply with the conditions as specified in the objectives of the clinical experience (Student Teachers should refer to the “Contract of Understanding” signed prior to placement in the school); fails to demonstrate a growing sense of the profession because of prolonged and unexcused absence and/or tardiness; or is found guilty of a felony crime during the clinical placement whether or not such is related to the school setting.

Procedures for Removal:
A cooperating teacher, building principal, or Luther College supervisor may make a recommendation for removal from a placement to the Director of Field Placement. The individual recommending the removal should provide written documentation regarding the area(s) of concern. The Director of Field Placement will consider the nature of the concerns and share that information with the student teacher’s academic advisor and the Education Department Head. The Director of Field Placement will also confer with the student teacher, in person, by phone or by electronic means, to verify the information and gain an understanding of his/her knowledge and explanation related to the concerns.

The Department Head and Field Placement Officer will make their decision based on the best interest of the cooperating school faculty and the students, taking into consideration the student teacher, to the extent possible.

The Field Placement Officer will inform all parties of the date of termination and any other contingencies that must be addressed to ensure the ongoing program of instruction for the students in the classroom. The Field Placement Officer will also inform the Student Life and Registrar’s offices at Luther College.

Procedures for Appeal:
Students who do not agree with the decision regarding removal from the clinical placement may appeal that decision, in writing, to the Vice President for Academic Affairs and Dean of the College. Such appeal should list the reasons why the student believes the removal unwarranted, under one of the three reasons given in the Faculty Handbook policy 614.0: “lack of information, competence, or prejudice.” Such an appeal must be made prior to the end of the semester in which the removal occurred. The decision of the Vice President for Academic Affairs and Dean of the College is final. (Approved by the Department of Education, August 26, 1999)

 Revised 5/18/10