

Student Teaching and Internships

Selection and assignment of student teachers and supervising teachers

1. Generally, student teachers or teacher interns may not be used as substitute teachers. Student teachers, who are licensed by the Colorado Department of Education and registered with the department of human resources, may substitute for their supervising teacher in the event of their absence. The decision to use the student teacher as a substitute teacher must be approved by the student teacher, the supervising teacher and the building administrator in conjunction with the department of human resources. Compensation will be at the current rate of pay for substitute teachers.
2. Placement of all student teachers and teacher interns must be approved by the department of human resources. Teachers will not be obligated to accept a student teacher or teacher intern.
3. Teachers who are assigned student teachers or teacher interns must have more than three years of teaching experience.
4. No more than one student teacher or teacher intern will be assigned to a teacher each academic year.
5. Any compensation due a teacher for supervising a student teacher or teacher intern will be the responsibility of the college or university which sponsors the student teacher or teacher intern. The district will not claim any part of such compensation.

Qualifications and responsibilities of student teachers

1. Qualifications

Student teachers must have met all the requirements of a student teacher as established by the colleges and universities and state law to cover legal requirements for competency screening. Student teachers will be assigned only in their major and minor fields of study and only with the approval of the principal and acceptance by the supervising teacher.

2. Functions

Student teachers will not assume the full function of regular teachers in the district.

3. Line of authority

Student teachers will be directly responsible to their supervising teacher. Student teachers must carry out the instructions of their supervising teacher and the principal promptly and consistently.

4. Care of equipment

Student teachers will be responsible for the proper care of all school equipment, apparatus, furniture and supplies under their control. No school property may be loaned for personal use under any circumstances.

6. Discipline

Student teachers may administer minor discipline in order to control their classes but such measures must be administered under the direction and control of their supervising teacher. Student teachers may never administer corporal punishment or other unusual forms of discipline to any student for any cause.

7. General assignments

Student teaching assignments normally will be carried out according to the following sequence. The Board of Education stresses the importance of a gradual, closely supervised introduction into teaching activities by the student teacher. This introduction will involve six steps or phases:

- a. Observation
- b. Planning for teaching
- c. Class participation as a student
- d. Minor teaching responsibilities such as small group instruction with close supervision
- e. Initial major teaching responsibilities with close supervision
- f. Independent teaching with intermittent observations, but without close supervision

Responsibilities of supervising teachers

1. Line of authority

Supervising teachers will be directly responsible to the principals of their respective schools in the performance of their duties. Supervising teachers will promptly and consistently carry out all the instructions of their principals and administrative personnel.

2. Student discipline

Supervising teachers will be responsible for the control of their classes and for all disciplinary measures taken in those classes.

3. Other specific duties and responsibilities

Supervising teachers will:

- a. Recognize that student teaching is a learning experience rather than a trial. This necessitates the presence of the supervising teacher in the classroom a sufficient amount of time so that they are aware of the activities and problems that may be encountered by the student teacher.

As a general rule, the supervising teacher is expected to be in the classroom a majority of the time to ensure they provide clear, supportive feedback for improvement and to provide the necessary evaluation of the student teacher's performance.

In all classes, student teachers and supervising teachers are encouraged to work together as a team.

- b. See that the student teacher is occupied usefully on behalf of the district when not in the classroom.
- c. See that the student teacher is given ample time to direct the activities of the class independently. The supervising teacher is expected to routinely be present to observe, in order to provide ongoing feedback to the student teacher.
- d. See that the student teacher at all times knows where the supervising teacher may be found.
- e. Cooperate with supervisors from the sponsoring institution.
- f. Keep in mind at all times that their prime responsibility is that of teaching the students of the district and avoid situations that occur during student teaching that would detract from or hinder the education of the students of the district. It is the responsibility of the supervising teacher and others involved in training and supervision to see that students will not be placed in jeopardy by a student teacher's actions or failure to act.
- g. Be responsible for informing the principal of the progress of the student teacher. In the event that a student teacher is not adapting to the classroom situation for any reason, the principal must be advised immediately. Such communication must be in writing.

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