

# LENOIR-RHYNE UNIVERSITY

## STUDENT TEACHER RESPONSIBILITIES

1. **Employment** - Interns are strongly encouraged not to engage in any employment during the practicum semester. Interns planning to work must submit notification of intent to engage in employment. Interns must inform their university supervisors and partnership teachers about work schedules. Interns must follow this same procedure if they become employed at any point during the semester.
2. **Calendar** - Interns must comply with the policies, procedures, calendar, and rules of the school system to which they are assigned. Such regulations include work hours, vacation schedules, and attendance at meetings, extra-curricular assignments, dress and grooming. Interns are expected to attend all after school and evening events attended by partnership teachers. Note: Interns do not take L-R Fall Break or Spring Break; instead they follow the school system calendar for vacation days. Interns are present in their school on all teacher workdays.
3. **Praxis II Tests** - It is the intern's responsibility to make arrangements to take the Praxis II Specialty Area tests. All scores must be on file before the licensure application can be processed. All scores must meet the minimum Praxis scores in effect at the time application is made, regardless of the scores in effect at the time the tests were taken. Study materials are available on the web at [www.ets.org/praxis](http://www.ets.org/praxis). Lenoir-Rhyne must be coded as a score recipient.
4. **Graduation** - Interns planning to graduate from L-R must apply for graduation by the deadline date.
5. **Background Check** - Lenoir-Rhyne Education students working in public school placements must submit electronically a certified background check to the Director of Teacher Education via the organization Certified Background. Com ([www.certifiedbackground.org](http://www.certifiedbackground.org)). Use the Package code of EO50. This check must be completed prior to a placement in a school. All background checks must have been completed within 12 months of your placement. Background checks older than 12 months are no longer valid; a new check must be completed.
6. **Attendance** - Candidates are expected to be in their student teaching placement for the entire full-time student teaching semester, all day, every day, from the first day of classes in the public schools until the last day of university classes. Student athletes are expected to place student teaching first throughout this semester and to work with their coaches to make this possible. Both the student teaching experience and the seminar are designed to provide a supportive environment in which candidates might try out their developing knowledge and skill with learners.
7. **Duration** - The full-time student teaching experience shall consist of a minimum of **15 weeks** of observing, assisting, and teaching for Birth-Kindergarten, Elementary, Middle Grades, Secondary, and K-12 candidates, with **at least five full-time continuous weeks of full responsibility for teaching**. This means carrying the full load of classes and assuming all record-keeping duties of the host teacher.

Candidates with **dual placements** split their semester between their two placements by spending five weeks in one placement and 10 weeks in the other placement. The student teacher should carry the entire teaching load of the cooperating classroom teacher for at least three full weeks in one placement and five full weeks in the other placement. The sequence of the placements is determined by the student teacher, the cooperating teachers, and the university supervisor collaboratively .

8. **Substituting** - During the 15-week student teaching period, student teachers may not substitute for pay. Student teachers may substitute for their cooperating teacher (not in other schools or in other classrooms) for a total of 3 days during the 15-week student teaching period. After the 15-week student teaching period, the student teacher may substitute for pay provided they meet the local requirements for substitute teachers.
9. **Dispositions and Professionalism** - The student teaching experience is designed to help the student teacher bridge that gap between the experience of being a student and that of being a teacher. Since the entire experience is focused on the student teacher, he/she has a special role to play in the process. Among the things expected of him/her are the following:
- Placing school duties and responsibilities ahead of personal wishes and accepting all duties assigned to him/her.
  - Striving to exemplify the attitudes and actions of a teacher rather than those of a student.
  - Conforming to school regulations and policies and to local standards of behavior (including criminal record, university conduct and academic integrity records).
  - Reporting for all school appointments and duties on schedule.
  - Planning all work and submitting plans to the cooperating classroom teacher 24 hours prior to the teaching of a class, or as requested.
  - Safeguarding all personal and confidential information concerning his/her students and using it only for professional purposes.
  - Refraining from making unfavorable remarks about his/her university program, chosen profession, cooperating school, and the community (includes verbal remarks, as well as written correspondence, or online postings).
  - Having an appreciative attitude toward all services rendered in his/her behalf.
  - Dressing appropriately and in keeping with faculty standards. (see Handbook for details)
  - Endeavoring continuously to discover and correct shortcomings.
  - Avoiding all partiality and favoritism toward his/her students.
  - Striving for personal and professional growth through continued study and effort.
  - Maintain the standards of the NC Code of Ethics for Educators and the Code of Professional Conduct for NC Educators

### **Spring 2012 – Important Dates**

- **March 2** Mid-term Evaluations due
- **April 17** 2012 Best Practices Symposium 4:30 PM Cromer
- **April 27** 2012 Phase II TWS due/All Paperwork due
- **April 30** 2012 Academic Awards 4:30 Belk Centrum
- **May 2** 2012 Honors Convocation REQUIRED 10:00 P.E. Monroe
- **May 4** 2012 Final TWS phase due
- **May 11** 2012 Graduation