

## ABSENCES

Student teaching is a critical time for the integration of observation, participation, and actual teaching in the school setting. **The expectation is that Student Teachers will be in their assigned classrooms every day of their student teaching experience.** If a Student Teacher is absent because of illness or other critical circumstances, the College Supervisor and Cooperating Teacher must be notified as agreed in the Student Teaching Proposal by these individuals. *Absences (excused or unexcused) in excess of three days from an eight week placement or five days from a full semester placement (consecutive or not) may result in the termination of assignment or extension of the student teacher assignment.*

### REQUEST FOR EXCUSED ABSENCE

The "Request for Excused Absence" form is used when requesting an anticipated absence from student teaching. The form is not to be used for reporting Student Teacher absences due to illness, on-campus interviews, or emergencies. It is the *Student Teacher's responsibility* to: 1) take the request form from the forms packet, 2) acquire the signatures, and 3) submit the form to the Field Experiences Office.

The Coordinator of Student Field Experiences will evaluate the nature of the request, grant or deny it as an excused absence, and indicate make-up date(s), if appropriate. *One absence request form can be found in the elementary forms packet.* Prior to the anticipated absence, the student teacher should complete and submit this form to the Office of Student Field Experiences. Once the Coordinator has approved or denied a request, a copy of the completed form is to the Student Teacher and to their University Supervisor.

### ON-CAMPUS JOB INTERVIEWS

The Educational Placement Office, N302 Lindquist Center, routinely schedules "job" recruiters representing a variety of school districts throughout the country. Student Teachers have the opportunity to meet employers from various states and interview for potential classroom positions.

To assist in the job search and minimize classroom disruption, an effort is made to reserve early morning or late afternoon interview time slots for Student Teachers. Due to the volume of candidates scheduled, individual campus interviews tend to be relatively short.

The Office of Student Field Experiences encourages Student Teachers to participate in job interviews. However, **it is important that Student Teachers consider their classroom responsibilities and seek approval from Cooperating Teachers and College Supervisors prior to scheduling interviews. Participation in three interview sessions that interrupt the school day is a reasonable request; any interview absence beyond *three half-days* will require the completion of a "Request for Excused Absence" form.**

### WORKING OR COACHING WHILE STUDENT TEACHING

Since student teaching is considered a full-time responsibility, employment during student teaching is discouraged. If a student teacher is employed prior to the student teaching semester he/she is encouraged to discontinue or cut back on hours of employment. Priorities or focus on activities outside of the student teaching experience can adversely affect classroom preparation and teaching and subsequently student teaching evaluations and recommendations.