

GUIDELINES TO OBTAIN AN EMERGENCY OUT-OF-STATE STUDENT TEACHING PLACEMENT

The following are the guidelines for Illinois State University students to complete out-of-state student teaching placements **for emergency circumstances only**. This is not intended to be an alternative student teaching placement request.

1. The student teacher must write a letter of appeal to the Director of the Office of Clinical Experiences and Certification Processes (CECP). In the letter, the student teacher must state the reasons for the request. The reasons must be strong and clearly stated. The Director of Clinical Experiences and Certification Processes at Illinois State University in conjunction with the department/school reserve the right to make final approval.
2. The student teacher must provide a current student teaching application and completed information sheets. These documents must be given to the Coordinator of the student's program in the Teacher Education Center (DeGarmo 56).
3. The student teacher must provide the Coordinator in CECP with the name, address, phone number, and e-mail of a qualified individual who meets departmental standards, located in the geographical area where the student teaching is to take place who will serve as University Supervisor during the student teaching placement. Departmental/school standards for the hiring of university supervisors are available from the major department.
4. The student teacher should register at Illinois State University for all required sections of student teaching.
5. The Office of Clinical Experiences and Certification Processes Coordinator at Illinois State University will provide copies of the handbooks and evaluation forms to the University Supervisor and Cooperating Teacher.
6. The student teacher will be assessed a fee that will cover the additional cost for the University Supervisor stipend and mileage of this out-of-state placement. Illinois State University will be responsible for the stipend for the Cooperating Teacher. All payments should be made to Illinois State at the start of the student teaching experience. The University Supervisor stipend provided by the student teacher will be paid through Illinois State University.
7. The student teacher must meet all general requirements at Illinois State University as well as those that are asked of him/her by the University Supervisor. These requirements may include attending orientations and seminars, following teaching guidelines, using observational forms, following procedures, and so on.
8. The following documentation is required by Illinois State University and needs to be completed and returned at the end of the student teaching semester: The Illinois State University red Student Teaching Documentation Form and the Realizing the Democratic Ideal Student Teaching Assessment. These forms include the final grade and, as indicated on the form, must be signed by the Student Teacher, Cooperating Teacher, and University Supervisor.
9. All student teaching evidence of standards delineated on the red student teaching documentation form must be submitted through the student teacher's electronic portfolio.
10. Should the department/school determine that an emergency placement for student teaching is not feasible in light of departmental/school requirements during student teaching, the emergency request will be denied.

In signing the form, I hereby attest that I understand the above guidelines, that the information that will be supplied is in accordance with obtaining a proper placement for student teaching, and this information is accurate and up-to-date.

Student's Signature

Date