

II. TEACHER EDUCATION POLICIES AND RESOURCES

SDSU General Catalog and Bulletin of the Graduate Division

Credential Program students are expected to comply with the procedures, regulations, and deadlines of the *SDSU General Catalog, the Bulletin of the Graduate Division, and this Credential Program Handbook*. Credential program students are individually responsible for the information contained in these documents. It is important to be familiar with the policies including, but not limited to, registration, attendance, student conduct, grades, final examinations, leaves of absence and related matters. *Information [in these documents] is subject to change from year to year as university [and program] rules, policies, and curricula change. Failure to keep informed of such annual changes will not exempt [credential] students from whatever consequences may result.* (2005-2006 Bulletin of the Graduate Division, p. 28).

Course Registration

It is each credential student's responsibility to register for all courses by the "add" deadline for late registration (usually the second week of classes). It is best to register for classes during the regular registration time to assure classes are open to you. Failure to register for student teaching by the deadline could result in removal from student teaching and possibly removal from the program.

Attendance and Absences

Credential students are expected to attend all SDSU credential classes and student teaching days. Individual University instructors describe attendance policies for the courses they teach. In case of an unavoidable absence or tardiness in student teaching, the Student Teacher must notify the school and Cooperating Teacher(s) at least one half-hour before school begins (and the University Supervisor if an observation was scheduled for that day). The Team Leader and Supervisor need to be informed of the emergency absence by email or telephone or other preferred method of the Team Leader and University Supervisor.

All absences other than immediate emergencies must be approved in advance, first by the Block Team Leader and then the Cooperating Teacher, and the University Supervisor must be notified. If there is a conflict between SDSU classes and student teaching on days with a special schedule, the SDSU classes take precedence. Excessive absence from participation in credential program classes or student teaching may result in grade reduction, program modification or disqualification.

Grades

Credential program students must maintain a 3.0 cumulative grade point average in all professional education coursework attempted. A minimum grade of C, CR or higher is required in each individual class. Students who do not meet these standards will not be allowed to progress until deficiencies have been improved and may need to petition to be readmitted to the credential program.

Satisfactory completion of a credential program requires completion of all coursework with an average grade of B or better and credit for all student teaching experiences. All grades (including CR/NC for student teaching) are assigned by Instructors/University Supervisors in accordance with University policy. Any appeal of a grade must follow student grade appeal procedures published by the University.

Evaluation of Student Teaching

Students are issued “Credit” or “No Credit” for student teaching. The Team Leader and University Supervisor are jointly responsible for the final grade. Written recommendations and plans for improvement will be provided for students who demonstrate deficiencies, and additional periodic evaluations may occur when necessary.

Students are guests of the school at which they are student teaching, and the building administrator may, at any time, exercise the prerogative of requesting a student to be relieved of teaching responsibilities. This may result in a “No Credit” grade. The option of another placement will be based on the School of Teacher Education Team Leader, University Supervisor, Field Experiences Coordinator and Associate Director recommendations and availability of alternative placements. It may be necessary for the Student Teacher to repeat the semester, or terminate his/her participation in the credential program.

Students may choose to petition the Admission and Retention Committee for consideration to return to the credential program if a “No Credit” is issued and the Team Leader does not support an opportunity for repeating student teaching. The Committee will consider information from all individuals involved and make a recommendation regarding the status of the student teacher to the Directors of the School of Teacher Education. The name of the Chair of this committee, to whom the petition must be sent, may be obtained from the School of Teacher Education Office (BA 255). The Committee meets at the beginning and end of each semester and at other times as necessary.

Insurance

The California State University system provides worker's compensation insurance for student teachers while they are engaged in student teaching or other field-based education classes. Professional liability insurance coverage is not provided, and not required for student teachers. It is available (optional) for students to purchase from a variety of insurance sources, one of which is the California Student Teachers Association (562-942-7979).

Substitute Teaching Employment

Student teachers with a valid *Emergency 30-Day Substitute Permit* may substitute teach during a student teaching assignment only under the following conditions: Approval from the Block Team Leader and the School Principal is obtained, substitute work is for their own cooperating teacher(s), the student teacher does not miss his/her student teaching assignment or SDSU classes, and substituting does not exceed five days during the semester. Exceptions to these conditions must be approved in advance by the Team Leader. The school principal is responsible for ensuring that all district and collective bargaining policy requirements regarding such employment are followed.

Concurrent Credit for Student Teaching with an Employment Contract

Student teachers may receive concurrent credit for student teaching when employed under contract with a school district only with School of Teacher Education approvals (Team Leader first, Field Experiences Coordinator next, and then final approval by the Director). Approval requires assurance that employment will not interfere with completion of credential program requirements, including attending SDSU classes.

Student Teachers with a valid contract offer need to complete an "*Application for Approval to Earn Concurrent Credit*" form and attach all the required documentation. The application and directions for organizing documents and obtaining signatures required for approval of concurrent credit are available from the Field Experience Coordinator (see Connections with SDSU . . . in Section I of this Handbook). Contact the Field Experience Coordinator for guidance in completing this process. Student teachers must provide a copy of the contract offer and assurances that there are professional staff members appointed for supervision, support, and assessment while the Student Teacher is employed. This process may also require application for an *Emergency/Long Term Multiple or Single Subject Credential or Individualized Intern Certificate*.

Interrupted Student Teaching

Student teaching may be interrupted for a variety of reasons. When this occurs, the Team Leader and Field Experience Coordinator work together to recommend an appropriate course of action to maintain both program integrity and the best interests of the individual. The Admissions and Retention Committee and STE Director must approve the return to student teaching.

Leaves of Absence

Students in good standing may submit a request for a leave of absence, for circumstances beyond their control that force them to interrupt their program of study. A leave of absence may be granted for up to one academic year. Change of Enrollment forms (for LOA's) are available at the School of Teacher Education website at <http://edweb.sdsu.edu/ste/teachcurrent.htm> and in the School of Teacher Education Office. An absence extending beyond two semesters requires re-application to both the University and the Credential Program. If a student does not apply for a leave of absence and is out for a semester, a petition for readmission must be submitted for the subsequent term, by the application deadline to the Chair of the Admission and Retention Committee. Upon returning, a student will be held to any current legislative requirements pertaining to the credential program. Credit for credential coursework expires after five (5) years.

Self-Managed Placement File and Career Services

Teaching credential candidates establish and maintain their own self-managed career placement file. It is wise to begin preparing your file during the first student teaching assignment or at the beginning of the second semester of student teaching. This file may include letters of recommendation, student teaching final evaluations, transcripts, and other relevant documents for employment purposes. Many districts are only accepting applications for teaching positions via the Internet. SDSU Career Services staff members, located in the Student Services Building, Room 1200, provide assistance in developing your self-managed placement file and an online resume to connect you with school districts. Career Services sponsors an Education Career Fair each year where you can learn more about districts and the potential openings for employment. Check the Career Services website for these and other resources for launching a teaching career. <http://career.sdsu.edu/>

Kappa Delta Pi International Honor Society

Credential candidates are invited to join Kappa Delta Pi Honor Society for teachers. Requirements for membership include worthy educational ideals, intention to continue in the field of education, professionalism, and leadership attributes, an undergraduate GPA of 3.0 or a graduate level GPA of 3.25. The Alpha Sigma Chapter at SDSU, is involved in community outreach, networking and social events for teachers, professional development seminars, scholarships and awards. To request complete membership information and a calendar of events contact the KDP counselor (see Connections with SDSU, Section I).

Phil Halfaker Memorial Award

Dr. Phil Halfaker was a beloved, respected, and admired professor of education at SDSU from 1962 until his death in 1984. To honor Dr. Halfaker, the Philip Halfaker Memorial Award was established to recognize outstanding student teachers in the College of Education. At the end of each semester one student from each of the Single Subject and Multiple Subject programs may be recommended to receive this prestigious award. The award is given to two deserving students (one Multiple Subject and one Single Subject) who are outstanding in student teaching performance, professionalism, and GPA. Students are nominated by faculty members and are asked to submit a portfolio for consideration by the selection committee. Each recipient has his or her name engraved on the Phil Halfaker plaque and is honored at the College of Education Reception the week of Commencement.

Student Teacher Advisory Council

The SDSU Student Teacher Advisory Council brings together student representatives from the various Credential Program Blocks (cohorts). The council seeks to enhance the experiences of credential candidates through promoting intra- and inter-block communication, voicing candidate concerns, and providing the School of Teacher Education with feedback from credential candidates. Credential Program Team Leaders refer representatives from their Blocks to the STE Associate Director, for arranging participation on the Council.

Difficulties in the Credential Program

When difficulties are identified, faculty members meet to consider the nature of the problem, possible avenues of improvement, and procedures for notifying persons concerned. The Team Leader will inform the student in writing about the decisions and recommendations of the faculty team. Those difficulties might be in academic work, interpersonal relationships, work with public school students in classroom settings, or other circumstances. The presumption is that this process will provide a student with timely information so that she or he may respond positively, and successfully complete the credential program.

If progress is not satisfactory, the candidate may contact the School of Teacher Education's Associate Director for Student Affairs for additional assistance.

Conflict Resolution

Interpersonal problems sometimes occur as a candidate progresses through the credential program. In resolving interpersonal problems, the first step always is to speak to the person with whom one is experiencing difficulty. If that does not resolve the issue, a student should go to the next level of protocol. For example, if a student has difficulty with a university professor or Cooperating Teacher (and has tried to resolve the issue with that person unsuccessfully), he or she should next go to the Block Team Leader, the faculty member who has responsibility for overseeing the progress of students in a particular cohort group. If that is unsuccessful, the student should then go to the School of Education's Associate Director for Student Affairs. If the problem is not resolved at that level, and the candidate wishes to take the matter further, the student should continue through the University's grievance process, which includes the Director of the School of Teacher Education, the Assistant Dean in the College of Education, and the University Ombudsman.

Appeals and Reviews

If a student does not satisfactorily complete the credential program in his/her assigned Block cohort, the student may submit a written appeal to the Admission and Retention Committee for review. That review allows a second, independent recommendation about whether or not a student should be permitted to continue the credential program (in the original program or in a new setting), seek additional help for improvement before continuing, or not be allowed to complete the program. This process requires that a candidate be a student in good standing with San Diego State University. Should a student voluntarily leave the University, the process is automatically halted, and no further efforts will be undertaken by the Team Leader or the School of Teacher Education. Any appeal of the Admission and Retention Committee decisions must follow the published University policy.