

COMMUNITY RELATIONS

Student Teaching

It is understood that the term "student teaching" shall refer to a period of consecutive days or weeks during which a university or college student will be assigned to a classroom teacher from the approved list ~~or classrooms, or to a school building or buildings~~ for the purpose of observation, participation, and responsible teaching.

A. Responsibilities of the Student Teacher

A student who avails himself or herself of the privileges herein described will be responsible to the administrative officer of the public school(s) to which he/she is assigned for the proper conduct of all activities delegated to the student teacher--the same as though he/she were a regularly employed teacher in the schools.

B. Supervising Teacher Load

The supervising teacher's load will typically not exceed one student per quarter or semester. However, by agreement among the teacher, the principal, the person designated by the Superintendent to execute the agreement, and the Director of Student Teaching, more than one student teacher may be assigned to a single supervising teacher.

C. Responsibilities of Supervising Teachers

Teachers in the Minneapolis Public School System designated as supervising teachers are to perform all the duties and functions necessary to the successful direction and supervision of the student teaching of the students of the university or colleges assigned to them. Such supervision shall include the following items:

1. The assignment to university or college students of teaching responsibilities;
2. The planning, supervision, and evaluation of the university or college students' planning and teaching;
3. The holding of such conferences with university or college students before, during, and after they teach as are needed to guide their work and to aid them in improving their teaching;
4. The holding of such conferences or attending such meetings with university or college representatives as may be needed to carry forward the supervising teacher's work successfully.
5. The completion of an evaluation form for each university or college student supervised.

1770 A

Student Teaching - (continued)

D. Procedure for Assigning Student Teachers

1. All departments in the Colleges of Education will make their requests for assignments to the Director of Clinical Experiences or Student Teaching.
2. The person designated by the Superintendent will secure a list of teachers who have volunteered to serve as supervising teachers. The teachers who volunteer will be approved by the Principal and the Area Superintendent. The list will be revised each September, spring, with additions approved by the Principal ~~and~~ the appropriate Area Superintendent, during the school year.
3. Requests for assignments shall be made in writing by the Director of Clinical Experiences or Student Teaching to the person designated by the Superintendent. Approved assignments will be returned to the Director of Clinical Experiences or Student Teaching, and the person designated by the Superintendent will inform the principals and supervising teachers of assignments that have been made.
4. The Director of Clinical Experiences or Student Teaching of departments of the Colleges of Education will send appropriate data regarding each student teacher to the supervising teacher.
5. The Director of Clinical Experiences or Student Teaching shall submit to the Personnel Human Resources Department before the end of each quarter or semester a list of the students, including the assignments and the names of the supervising teachers together with a check covering the fees for the total number of students. In the case of discrepancies between the records of the ~~Personnel~~ Human Resources Department and the Student Teaching Office, the Personnel Human Resources Department shall contact the Student Teaching Office immediately upon receipt of the fees. The university or college will be held responsible for the fees for all students whose names appear on the final assignment lists.

Regulation
adopted: 4/25/67

revised: 1/30/73
9/10/74
11/25/75

By Educational Support Services
Minneapolis, Minnesota