

Policy on the Employment of Students/Student Internships in Educational Programs during Field Studies and Student Teaching

Approved 11/16/2007

Ammended 3/19/2018

Background and Rationale

Faculty in the Department of Special Education at the University of Utah are happy to work with students in order to be flexible in meeting employment needs/desires during field studies and student teaching. In order to best meet your needs as a student, we believe that it is important that the suitability of employment for all or part of your field studies or student teaching experience be negotiated prior to initiation of employment/internships or change of employment/internships so that high quality, well supported placement options are identified and any flexible, individualized solutions can be identified in a proactive and collaborative manner.

Our intent is for such prior agreements to minimize any instances in which you, as a student, are in the position of making a choice between (a) continued employment, or (b) completing your special education teacher education program in a timely manner. The intended result is ensuring that your field studies / student teaching placement provides the opportunities and supports needed for you to address required competencies related to licensure/endorsement.

Procedures

Individual students must obtain written approval from the program coordinator in their teacher education specialization program if they wish to use an employment setting as part of a field studies or student teaching requirement. If students are concurrently pursuing two or more licenses/endorsements, written approval must be obtained from each relevant program area coordinator. If the student is currently employed by a district they must receive prior approval from their program area coordinator that this placement will allow them to complete program requirements. If a district wishes to change a student's employment to another educational setting while the student is enrolled in field studies or student teaching the written approval process needs to be renewed prior to the change being implemented.

The minimum Department criteria for approval of such requests are:

1. The student can fulfill all of the course, field study, and student teaching requirements in their employment setting(s), or will be provided with part-time employment or sufficient release time to allow the student to fulfill any parts of their program that cannot be fulfilled in their employment setting in another educational program.
2. The amount of field supervision and support necessary for the student to successfully complete the requirements of the teacher education program do not exceed what is typically provided by department Clinical Supervisors to students who are not employees.
3. A cooperating professional is identified who can provide a successful model of the implementation of evidence-based special education practices, and is willing to serve in a cooperating professional role. Specific responsibilities for the cooperating professional will

be articulated by the program area(s) and will include (a) on-going coaching or modeling, and (b) direct observation, supervision, and feedback to the student on a regular basis.

Individual special education program areas may have additional stipulations that go beyond these minimum criteria. For information regarding additional program area stipulations, please contact the relevant program area coordinator(s). <https://special-ed.utah.edu/faculty.php>

As a student, you will not be allowed to register for field studies or student teaching unless you are in an approved field studies or student teaching placement.

Approval of Employment of Students in Educational Programs during Field Studies and Student Teaching

After careful consideration of the University of Utah Department of Special Education and Program Area policies on the employment of students in educational programs during field studies and student teaching we agree that _____(student name) may use their employment at _____(school, classroom, or educational program(s)) as an approved site or site(s) for _____(field studies and/or student teaching course numbers).

_____(educator name) has been identified as a district cooperating professional who is able and interested in fulfilling the responsibilities of a cooperating teacher.

If unforeseen problems arise in the implementation of this plan the teacher education student and the faculty in the Department of Special Education will attempt to resolve problems in a manner that will meet the intended result of ensuring that the field studies/student teaching placement provides the opportunities and supports needed for a student to address required competencies.

The approval of an employment position as an approved site for field studies or student teaching may be rescinded if the district discontinues the student's employment for any reason, the student resigns from employment, or the student is unable to complete program requirements in their employment setting and attempts to negotiate flexible solutions to combining employment and field experiences and student teaching are unsuccessful.

(Teacher Education Student)

(Date)

(Clinical Supervisor)

(Date)

(Program Coordinator)

(Date)