



University of Wisconsin-Stevens Point

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Office of Field Experiences

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Guidelines for Student & Intern Teaching Assignments

- 1) Qualified cooperating teachers meet the Department of Public Instruction's criteria in PI 34.15(6), as follows. "Provisions relating to cooperating teachers and other school-based supervisors insuring that the cooperating personnel used in the clinical programs meet all of the following requirements:
 - a. Hold a Wisconsin license, or an equivalent license where the clinical program occurs, and have volunteered for assignment as a cooperating teacher or school-based supervisor.
 - Certification must match the license the teacher candidate is seeking.
 - b. Have at least three years of teaching experience with at least one year of teaching experience in the school or school system of current employment, or have at least three years of pupil service or administrator experience with one year in the school or school system of current employment.
 - c. Have completed training in both the supervision of clinical students and in the applicable Wisconsin Teacher Standards (PI 34.02)" (see item #5 below).
- 2) Cooperating teachers and administrators should:
 - a. Assist and provide orientation and in-service activities for the student teachers once an assignment is approved. Local agency requirements for medical and legal information must be met before the assignment begins.
 - b. Plan the student teaching assignments.
- 3) A student may not be assigned to do student teaching in a district and/building in which a direct relative is currently employed or serves as a board member. Exceptions may be considered if the teacher candidate's relative does not serve in a supervisory capacity of the cooperating teacher and must be approved by both the district and OFE.
- 4) The University of Wisconsin-Stevens Point and the cooperating facility may terminate any student teaching assignment at any time, subject to due notice.
- 5) Cooperating teachers whose assignments are approved by an administrator are presumed to be trained in supervision and evaluation of student and intern teachers, in accordance with the rules stated above (item #1). Training from any source (e.g. any college, university or agency at local, regional or state levels), is accepted. However, with the changing nature of education, we recommend they participate each semester to ensure they have the latest information and requirements. The Office of Field Experiences provides training that meets the requirement in item #1 prior to the start of each semester. Synchronous and asynchronous options for training will be available. Please contact the Office of Field Experiences at 715 346 2449, Field.Experiences@uwsp.edu, if you have any questions.