

**University of Delaware  
Student Teaching Resource Guide  
Program-Specific Requirements**

Name of Program:	Elementary Teacher Education Program				
Program has a manual that includes student teaching requirements:	Yes	X	No		
Program-specific manual is accessible at—	URL:	http://www.education.udel.edu/wp-content/uploads/2013/01/ETE-TC-MANUAL-Spring-2017.pdf			
	Canvas/Sakai site for course #:	EDUC 400 EDUC 310			

	Student Teaching Resource Guide requirements	Program-specific requirements
Methods course(s) entry requirements		
Student teaching entry requirements	<a href="#">Clearances</a> <a href="#">Praxis Core Academic Skills for Educators Test</a> <a href="#">Coteaching Launch Workshop</a>	<p>To be eligible to student teach, student must satisfy the following requirements:</p> <ul style="list-style-type: none"> <li>• A 2.60 GPA or above in all work completed at the University of Delaware.</li> <li>• A 2.75 GPA or above in all required education (EDUC) courses. All courses must be completed with a C- or better.</li> <li>• A 2.6p GPA or above in concentration content courses. All courses must be completed with a grade of C- or better.</li> <li>• Earn a C- or better in all elementary block courses.</li> <li>• Complete an admissions essay</li> <li>• Complete a criminal background clearance.</li> </ul> <p style="text-align: center;">Complete a Coteaching Launch Workshop.</p>

Professional responsibilities in student teaching

[Responsibilities](#)  
[Dispositions](#)  
[Personal Safety](#)  
[Dress Code](#)

- Students are expected to exhibit behaviors consistent with the Professional Education Dispositions.  
<http://www.ocs.udel.edu/wp-content/uploads/ocs/Dispositions-Candidate-Form.pdf>
- Behave in a professional manner at all times when you are in schools. •
- Dress in a professional manner.
- Become familiar with the rules and procedures of the districts, schools, and classrooms in which you work.
- Good communication is central to a good field experience. Communicate with your clinical educators, field instructors/supervisors, and course instructors.
- When you are assigned to a field experience site, the clinical educator (teacher) and students are counting on you to be there each and every assigned day on time, to remain for the full assigned session, and to give your full attention and enthusiasm to the tasks you are asked to or required to complete.
- Be discreet about your personal life. If you have a Facebook or similar account, be careful about what is there for the public to see and never “friend” a student. Schools are not the best places to discuss your social life or personal experiences. Cell phones are never appropriate in the classroom.
- Always keep in mind that bad decisions and improper or illegal conduct can jeopardize your teaching career.

Formative and summative evaluations in student teaching	<a href="#">Three-Way Conference Form</a> <a href="#">Formative Observation Form</a> <a href="#">Capstone Clinical Experience Evaluation</a>	Formative Observation Form: <a href="http://www.education.udel.edu/wp-content/uploads/2013/01/Elementary-Formative-Observation-Form-2016.pdf">http://www.education.udel.edu/wp-content/uploads/2013/01/Elementary-Formative-Observation-Form-2016.pdf</a> Capstone: <a href="http://www.education.udel.edu/wp-content/uploads/2013/01/s17-UD-Capstone-Clinical-Eval_1617-Elem-1.pdf">http://www.education.udel.edu/wp-content/uploads/2013/01/s17-UD-Capstone-Clinical-Eval_1617-Elem-1.pdf</a>
<b>Performance Assessment:</b>		
Program performance assessment		edTPA for each concentration area
Process for arranging to take a different performance assessment		
Performance assessment requirements	<a href="#">Purchasing the Performance Assessment Release Forms</a> <a href="#">Video Recording</a> <a href="#">Performance Assessment Submission</a>	
Performance assessment requirements for passing student teaching		Candidates will submit a copy of their performance assessment to the program. It will be locally scored as well as professionally scored.
Student teaching exit requirements	<a href="#">Capstone Evaluation</a> <a href="#">Performance Assessment</a>	
<b>Student teaching placement requirements:</b>		
Minimum number of observations for field instructor (not including the midpoint three-way conference and the final conference)		5 including video observations.

<p>Passing criteria for the Capstone Clinical Experience Evaluation</p>		<p>To pass the Capstone Clinical Experience Evaluation must:</p> <ul style="list-style-type: none"> <li>• Receive a 3 or 4 scores in more than half of the indicators within one scoring cluster including disposition.</li> <li>• Receive no scores of 1 for any indicator</li> </ul> <p>Successfully complete the edTPA</p>
<p>Attendance policy</p>		<ul style="list-style-type: none"> <li>• In-service days and the day before or after holidays are scheduled teaching days. Teacher candidates are considered professional staff and are required to adhere to the district calendar and to the University of Delaware student teaching schedule.</li> <li>• Clinical educators are aware of this policy, so teacher candidates are asked to refrain from putting clinical educators in an awkward position by asking them to deviate from this policy. Following the established policy will ensure fairness to everyone involved.</li> <li>• Teacher candidates are expected to attend all field days according to the calendar provided prior to the start of the semester and be in attendance following teacher hours in their school.</li> <li>• Absences from the field will be considered excused according to the University policy:  <a href="http://catalog.udel.edu/content.;h;?catoid=12&amp;navoid=1234">http://catalog.udel.edu/content.;h;?catoid=12&amp;navoid=1234</a> </li> </ul>

Policy for making up missed time in placement

- Candidates with multiple unexcused absences may be called to a disposition meeting to discuss.
- All absences with the exception of religious holidays will need to be made up. Religious holidays listed on the University calendar do not have to be made up.
- Make-up days cannot occur on Fridays if candidates have University classes on these days.
- Teacher candidates may have time in their course schedules to complete extra time in the field. The extra time in the field may not be exchanged for another field day or a shortened placement.
- The clinical educator and field instructor must approve make-up days. If you have extenuating circumstances you should schedule an appointment with the Student Success Coordinator to discuss your situation.
- Student teaching allows teacher candidates to observe and experience all of the responsibilities of teaching and managing a classroom. This important learning allows the teacher candidates to have a full understanding of what it means to be a teacher and to be fully prepared for their own classroom. This can only be accomplished through consistent attendance in the classroom. Therefore, teacher candidates with absences in excess of five days (excused or unexcused) may need to repeat the placement.
- When a teacher candidate is absent from the field for a total of five days, a meeting will be called with the program coordinator to determine whether the candidate can remain in the placement or will need to repeat the placement.
- If it is determined that the candidate can continue in the placement, a plan will be created outlining what the candidate must do to continue in the field placement. If the teacher candidate misses more days, **the field placement will be terminated at the eighth absence and the candidate will be required to repeat the placement.**

Process for removal from placement

- If it is determined by the clinical educator, administrator, FI, or Program Coordinator that the TC's presence in the classroom has become detrimental to the learning environment.
- If the TC has committed a serious violation to the student code of conduct or professional disposition policy.
- If it is determined that the TC cannot return to the classroom because of behavior, or unsatisfactory evaluations or assignments.