

Northwestern Oklahoma State University

Division of Education

Policies and Procedures

Regarding Placement of Teacher Candidates

The Teacher Education Committee (TEC) of Northwestern Oklahoma State University has adopted the following policies in order to provide the most successful and productive internship possible for all involved. These policies are in effect unless special permission is granted through the appeal process of the TEC.

1. All candidates are placed in classrooms within a 150 mile radius of the main campus.
2. A candidate may not be enrolled in any other classes other than the “block” courses.
3. A candidate will follow the calendar of the host school, for example, observing holidays, teacher meetings, etc.
4. A candidate is not to replace regular certified teachers as a substitute in the classroom. If emergencies arise, the Director of Student Teaching and Field Experiences should be contacted.
5. A candidate is afforded a maximum of three days of absence to be used only for family-related emergencies or illness.
6. A candidate will not be allowed to fulfill an internship in the school of his/her “home-town.”
7. A candidate will not be allowed to fulfill an internship with a person who may pose a conflict of interest, i.e. family member or friend.
8. Only one teacher candidate per cooperating teacher per semester will be allowed.
9. A candidate will not be employed by the school district in which and during the time the internship is taking place.
10. A candidate must show that s/he has fulfilled all diversity requirements with field experiences throughout the program.
11. Each teacher candidate must provide his/her own liability insurance.

Approved 1/28/10