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| http://www.montana.edu/creativeservices/images/MSU-vert-rgb.jpg **Student Teaching Placement Policies**  **Field Placement & Licensure**  **247 Reid Hall, PO Box 172880**  **Bozeman, MT 59717-2880**  **(406) 994-4761** |

1. Policies and Procedures are collaboratively developed and regularly reviewed by the university faculty and representatives of local school districts.
2. All placements are coordinated by the MSU Field Placement and Licensure Office (FPLO) in cooperation with the school district administrators where placements are being sought.
3. School administrators are made aware of the student teaching policies. All prospective teacher candidates (TCs) are provided equitable treatment by the FPLO and P-12 partners.
4. Cooperating teachers (CTs) and university field supervisors (FSs) have considerable teaching experience, are prepared to supervise teacher candidates, and are well informed of university policies.
5. The school administrator will assure that the cooperating teacher is well qualified and willing to work with a teacher candidate. Cooperating teachers must have a minimum of three years teaching experience at a similar grade level and subject area as that of the TC.
6. The FPLO will make every reasonable attempt to coordinate the best possible placement for the student.
   1. Placements are arranged, as much as possible, so students will gain a variety of classroom experiences.
   2. Students are placed where they will receive an unbiased assessment and will not be placed in a school district where they have friends or relatives in professional positions - or, in the case of secondary/K-12 candidates, in high schools from which they graduated within the previous five years.  This helps ensure an equitable experience for all candidates.
   3. Because MSU FPLO facilitates rather than creates placements, student teaching assignments cannot be guaranteed.  Many factors go into the placement process over which MSU has little or no influence.  The best chances of obtaining a first-choice placement are gained by...
      * ...creating a high-quality reputation for professionalism during practicum.
      * ...preparing a professional, high-quality student teaching file for review by prospective cooperating teachers and administrators.
7. TCs are given an opportunity to request placements in a geographic region or within a specific school district. However, a student must be prepared to accept any placement coordinated by the MSU FPLO.
8. TCs are also given an opportunity to request placement at a preferred grade level. The FPLO attempts to place each candidate in the requested grade level. However, a TC may be assigned to any grade level appropriate to the candidate's licensure parameters.  MSU FPLO does not have control over the final placement.  P-12 administrators may adjust FPLO requests to reflect the priorities and resources in their schools.
9. **All**coursework and program requirements must be completed before student teaching begins.  Prospective teacher candidates taking courses during the summer prior to their semester of student teaching must update the MSU FPLO with proof of passing those courses at least **three weeks prior to their placement start date**.  Courses necessary for TEP graduation cannot be taken during an MSU "Snowmester" immediately prior to student teaching unless approved by a variance process.
10. TCs must present proof of appropriate CPR/First Aid certification, successful FBI background check, minimum GPA requirements, and personal liability insurance prior to being placed for student teaching.  These are due by the student teaching interview and final file review by MSU FPLO.
11. The terms "in-area" or ‘Bozeman Area’ include all the school districts within driving distance of the MSU campus, from Livingston to Willow Creek. Candidates **should not request a local placement if they are unwilling to be placed in any of the districts in this area**.  MSU FPLO does **not** accept requests for only Bozeman or Belgrade placements.  Each TEP student should be prepared to spend at least one semester in a teaching placement outside the immediate Bozeman area.  Based on 5-year data, FPLO annually compares in-area student teaching requests with available openings and then caps local placements for any subject areas in which demand is too high.  All in-area TCs seeking one of these limited placements must complete a specific application and qualify for in-area student teaching via a selection process.  Due to high demand, all TCs requesting in-area placements should be prepared with a backup plan.
12. TCs must **not**negotiate their own placements with a teacher or a school administrator. This also applies to friends and relatives seeking placements on TC's behalf. Placements arranged in violation of this policy are subject to cancellation.
13. Out-of-state placements are granted to students who apply for them and have strong need to be placed in another state. As part of the application process, students must meet minimum standards of a 3.0 or better GPA in their major, minor, and content area courses, and in their cumulative academic work. Students must submit two recommendations (<https://montana.qualtrics.com/jfe/form/SV_7Um88eitb9FxY8J> ) from MSU faculty who can speak to their potential for success in an out-of-state placement via a link provided as part of the student teaching application.
14. International placements are granted to students who apply for them and meet all requirements.  As part of the application process, students must meet minimum standards of a 3.0 or better GPA in their major, minor, content area courses, and in their cumulative academic work. Students must submit recommendation forms (<https://montana.qualtrics.com/jfe/form/SV_7Um88eitb9FxY8J> ) from MSU faculty who can speak to the potential for success in an international placement.  Faculty recommendation forms are due when TCs apply to teach internationally and are completed online via a link provided as part of the student teaching application.
15. Working at a part-time job while student teaching is discouraged. If it is absolutely necessary to work while student teaching, priorities should be kept straight. It would be shortsighted to succeed at work and fail or do poorly at student teaching.
16. If a student teacher does not accept MSU FPLO's first placement, another placement the same semester cannot be guaranteed.  Candidates who decline placements jeopardize timely completion of student teaching and risk being put on hold for one or more semesters.
17. Teacher candidates may substitute teach, **in their assigned classrooms**, for a maximum of 5 days after a positive midterm evaluation with appropriate approval. Teacher candidates cannot be used as replacement teachers or long-term substitute teachers, even within the placement classroom.
18. MSU FPLO cannot guarantee a placement within walking or biking distance from a TC’s home or apartment. Candidates must be prepared to either drive or find a ride with someone else.
19. If a teacher candidate is asked to leave a school district for any reason, that TC will be required to wait one year before reapplying to the MSU Teacher Education Program for another placement.

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