

## **MAPS Student Teacher and Practicum Approval Process**

### **SELECTING STUDENT TEACHERS/ADMINISTRATIVE INTERNS**

#### **Board Policy 3120.06**

The Board of Education encourages cooperation with State-approved colleges and universities in the training of student teachers and administrative interns, because the public school offers an essential ingredient - direct experience with students and teachers at work in the classroom, but certain safeguards have been found to be necessary for the best interests of all concerned.

Colleges and universities should first make contact with the District Administrator, or designee, regarding placement of a student teacher or administrative intern.

The District Administrator, or designee, shall make the final placement of student teachers or administrative interns.

Professional staff members who agree to serve as supervisors of student teachers or administrative interns may accept honoraria or stipends directly from the college/university for those services rendered outside the regular school day and above and beyond the duties and responsibilities specified in their contracts.

The Board also authorizes the District Administrator to provide, in cooperation with appropriate colleges and universities, a "field experience" program in order for selected interns to gain first-hand knowledge of and experience in a school environment.

The District Administrator may terminate a teaching program if one (1) or more aspects of the program are not of high quality or meeting District needs or expectations.

The District Administrator shall establish appropriate terms and conditions for videotaping or compiling portfolio materials by student teachers within the District.

For additional information on supporting in-house support staff during the student-teaching process who have met certain eligibility requirements, see administrative guideline number 3120.06.

#### **DPI General Guidelines for Cooperating Teachers**

Qualified cooperating teachers meet the Department of Public Instruction's criteria in [PI 34.15 (6)]: 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 and have volunteered for assignment as a cooperating teacher.
- 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).

### **MAPS Guidelines**

\*\*\* must be completed prior to the placement of any university student \*\*\*

Gain approval from the Director of Curriculum and Instruction in consultation with building level administration for placement.

1. Submit the following paperwork to the Director of Curriculum and Instruction to be considered for a student teacher placement at MAPS.
  - a. Provide documentation from the University requesting placement
  - b. Provide a resume including expected licensure
  - c. Provide university supervisor contact information
  - d. Complete the [Background Check](#) form
2. Upon approval, the student teacher will be contacted to continue with next steps
  - a. Complete the linked [Google Form](#). This will notify Human Resources and Technology to begin their processes.
    - i. Facilities will disperse student teacher temporary fob.
    - ii. Contact Ginger Kanitz at [ginger.kanitz@mapsedu.org](mailto:ginger.kanitz@mapsedu.org) or (715) 536-4581, ext. 20000 to schedule an appointment for access to Technology (upon completion of [AUP](#) and [RUP](#)) MacBook, and iPad.
  - b. Login to [SafeSchools](#) to complete required reviews. Please contact Sue Packel for login credentials ([suzanne.packel@mapsedu.org](mailto:suzanne.packel@mapsedu.org) or (715) 536-4581, ext. 10000).
3. Student Teachers must report back to the district office on the end date of their placement to return fobs and technology equipment.

\*Practicum teachers are required to follow the same process. However, practicum experience students are not provided fob access and a computer account or tech equipment.