

## ADMINISTRATIVE PROCEDURE

<b>Type of Procedure:</b>	Human Resources	<b>Procedure No:</b>	B-7
<b>Title:</b>	College/University Student Field Experience	<b>Policy No.:</b>	2.03
<b>Authority:</b>	1001.41, F.S.	<b>Date Issued:</b>	August 13, 2008
<b>Fla. Statute:</b>	1004.04, 1012.27, and 1012.39, F.S.	<b>Superintendent's Signature:</b>	_____
<b>State Board Rule:</b>			

---

### Purpose:

To establish procedures for providing clinical Field Experiences to College Students at district sites.

### Definitions:

- a) "College" shall refer to any college, university, or any program or agency whose purpose is to prepare individuals for a career in education or education related careers.
- b) "Field Experience" shall refer to observing, participating, teaching, tutoring, mentoring, shadowing, screening, testing, evaluating, or other experience a person wishes to receive to prepare for or further their career while observing or participating in activities within the Leon County School District.
- c) "Internship" shall refer to the final extended field experience during which the College Student gradually assumes all the responsibilities of the District professional.
- d) "College Student" shall refer to any Intern, practicum student, student teacher, observation student, participation student, block student, mentor, tutor, or other College graduate or undergraduate student or employee wishing to obtain any Field Experience in the Leon County School District.
- e) "College Supervisor" shall refer to any College employee, or any person contracted by a College, who organizes, supervises, evaluates, or otherwise assists in the management of Field Experiences for a College Student in the Leon County School District.
- f) "Cooperating Teacher" and "Cooperating Administrator" shall refer to the Leon County School employee responsible for the direct supervision of the College Student during the Field Experience.
- g) "University Student Placement Office" or "USPO" shall refer to the Leon County School District Office assigned responsibility by the Superintendent for the management and placement of College Students in Leon County Schools.

### Procedures:

- 1) General Authority to Grant Field Experience:  
No College Student shall be granted Field Experience in the Leon County School District except through their College. No College shall be allowed to place a student in the district for Field Experience without first entering into a Written Agreement with the School Board. Written Agreements shall be negotiated and administered through the District University Student Placement Office (USPO) using guidelines set forth in Board Policy and Administrative Procedure.

## 2) Confidentiality:

- A. School District personnel shall keep confidential and shall not disclose to any person or entity:
- The College Student's application,
  - The College Student's health records or reports, or
  - Any College Student records as defined in the Family Educational Rights and Privacy Act, 20 U.S.C. § 123G,

unless such disclosure is authorized by the College Student, is ordered by a court of competent jurisdiction, or is necessary to meet the requirements of a written agreement signed by the College and the School Board.

- B. Cooperating Teachers and Cooperating Administrators shall impress upon College Students the need to keep confidential all employee and student records protected by Federal law, Florida law, and Board policy. Failure to keep this confidentiality may be considered cause for immediate dismissal of the College Student.

## 3) Security Clearance:

- A. All College Students and College Supervisors involved in Field Experience activities shall pass a Level II security check and present a Leon County Schools University Field Experience security badge at the school site.
- B. Should the District receive notification a College Student or College Supervisor has been arrested, the Safety and Security Office will conduct a review of the arrest information and, using a secure email system, will notify the USPO of the results. If they determine through their review that the offense warrants revocation of Level II security clearance the USPO shall immediately notify the appropriate Principal or Site Administrator who shall cause the College Student or Supervisor to be removed and denied future access to the site. Arrest information shall be treated as confidential information and shall not be communicated by regular email or other method that is not secure.
- C. If it is determined the arrest charge is sufficient to have the College Student or College Supervisor denied access to the site, the Principal or Site Administrator should make a reasonable effort to recover the security badge and return it to the Security Office.
- D. A principal or site administrator shall cause to be removed immediately from school grounds any College Student or College Supervisor who has been convicted of offenses listed in §1012.315, F.S.
- E. College Students and College Supervisors who have been denied participation in district activities shall have the same reconsideration and appeal process as is available to employees as described in School Board Policy 2.021(11), Criminal Background and Employment.

## 4) Classroom Field Experience with Cooperating Teachers:

## A. Designated School Contact:

At each school, the Assistant Principal for Curriculum is considered the "designated contact" for Classroom Field Experience, unless the principal provides a different name to the USPO. All significant communications to the designated contact shall be copied to the principal. When principal approval is required, the designated contact shall be responsible for securing principal approval before taking action.

## B. Qualifications:



1. Cooperating Teachers shall meet or exceed the minimum qualifications established by §1004.04(6), Florida Statutes, to wit, *"All school district personnel and instructional personnel who supervise or direct teacher preparation students during field experience courses or Internships must have evidence of 'clinical educator' training and must successfully demonstrate effective classroom management strategies that consistently result in improved student performance."*
2. For Field Experience that does not require the Cooperating Teacher to observe and provide clinical feedback (ex., classroom observations, non-instructional assistance), "Clinical Educator" training referred to in §1004.04(6)(b) is not required. However, placement preference shall be given to teachers with "Clinical Educator" training.
3. At all times, principals shall approve as Cooperating Teachers only those teachers who exhibit the highest performance of classroom competencies, who have at least three years successful teaching experience, who demonstrate personal and professional attitudes desirable for one in a leadership role in teacher education, and who look upon supervising the College Student as a professional contribution.
4. A Cooperating Teacher shall not be approved to supervise more than one Intern per school year, except in situations for special programs or areas where personnel is limited as approved in advance by the USPO or Superintendent designee.

C. Approvals:

Cooperating Teachers shall obtain approval from their principal prior to supervising any Field Experience activities during a semester. College Students shall not be placed with a Cooperating Teacher without the prior consent of the Cooperating Teacher and approval of the principal. No Field Experience activity shall begin until required documentation has been filed with the USPO and approved for administrative sufficiency (See section F, Required Forms and Signatures). Approvals shall be active for one semester only.

D. Limits:

1. No Cooperating Teacher shall be qualified to have more than one Intern per school year, except in situations for special programs or areas where personnel is limited as approved in advance by the USPO or Superintendent designee.
2. At no time in a single semester shall more than 50% of teachers at a school site serve as Cooperating Teachers for Interns.
3. Under no circumstances shall a College Student, even if he or she is a certified teacher, serve as the substitute of record during the field experience unless a separate agreement has been negotiated in writing by the School Board and the College. A Principal shall not use an Intern as a substitute teacher except in an emergency, and only for a short period of time. During the absence of the Cooperating Teacher, the Intern may be allowed to assume responsibility only for the class or classes of the Cooperating Teacher. The Student Teacher should not be asked to assume this responsibility earlier than the completion of the first month of Internship and only if the Intern's progress is satisfactory. The Principal shall arrange for another teacher or administrator to provide on-going supervision of the Intern.

E. Identifying Cooperating Teachers (TASUS list):

Each semester a Teachers Approved to Supervise University Students (TASUS) list of Cooperating Teachers shall be developed in the following manner:

1. On a date determined by the USPO in consultation with the colleges, the USPO shall provide to principals a list of teachers at their site, indicating which teachers have completed "Clinical Educator" training.
2. Upon receiving the above list from the USPO, principals shall poll their faculty to identify those teachers interested in serving as Cooperating Teachers.



3. On an electronic spreadsheet provided by the USPO, principals shall list those teachers consenting and approved to supervise college students for the following semester, and indicate:
  - a. teachers who have completed "Clinical Educator" training
  - b. teachers approved and consenting to have an Intern
  - c. teachers approved and consenting to have a Block 3 student
  - d. teachers approved and consenting to observation students only
  - e. the total number of Interns and other field experience students their school can accommodate.
  - f. other information needed for the appropriate placement of college students.
4. Completed spreadsheets shall be returned in electronic format to the USPO. The USPO shall combine the spreadsheets into a single district-wide document (TASUS list). Principals shall be responsible for timely submission of their school spreadsheet, and for submission of any needed additions or amendments.
5. The USPO shall distribute the combined, district-wide TASUS list to Colleges with whom the School Board has a written agreement.

F. Selecting Cooperating Teachers:

1. Colleges are responsible for the appropriate placements of their students. Colleges shall use the most recent TASUS list to select Cooperating Teachers. No placements shall be approved by the USPO unless the Cooperating Teacher is on the TASUS list.
  - a. Selection of Cooperating Teachers for Interns:  
In consultation with local Colleges, the USPO shall set a date and invite local Colleges to a meeting to select Cooperating Teachers for Interns for the following semester. At this meeting the USPO shall facilitate resolution of conflicts that may result during the selection process.  
Once the initial selections are made, the USPO shall send to each selected school a packet containing information about each Intern, and an individual Intern Agreement form for each Intern for final approval by the Cooperating Teacher and the Principal. These packets will be supplied by the College.
  - b. Selection of Cooperating Teachers for Other Field Experiences (not Interns):  
Using the TASUS list, colleges will select placements for all other Field Experience students and send their placement list to principals for final approval. Individual agreement forms are not required for each student.
2. College personnel are encouraged to establish relationships with school personnel to facilitate identification and selection of Cooperating Teachers, to promote quality placements on the TASUS list, and to foster teacher participation. However, all placements shall follow the steps described in this Administrative Procedure.
3. Teachers wishing to act as Cooperating Teachers during a semester shall be responsible for notifying their principal. Teachers not listed on the TASUS list shall not serve as a Cooperating Teacher for any Field Experience described in Board Policy or this Administrative Procedures.
4. State law requires Colleges to provide a balance of field experiences to College Students. Principals and Cooperating Teachers are encouraged to support this endeavor.

G. Required Forms and Signatures:

1. Internships:

A classroom placement of a College Student for an Internship shall not be complete until a written Student Teaching Agreement for each College Student is signed by the principal, the Cooperating Teacher, and the USPO, and filed with the USPO and College placement office. The written agreement shall be on a form approved by the College and the USPO. Such



agreement shall contain at minimum the following information:

- a. Name of College Student and their College
- b. Name, email address, and/or phone number of College Supervisor
- c. Name of school where College Student is placed.
- d. Beginning and ending date of Internship.
- e. Name and grade level/subject area assignment of Cooperating Teacher
- f. Signatures of Cooperating Teacher, Principal, and USPO representative.

When an Internship program recommends or requires a one day or less observation in a classroom other than that of the Cooperating Teacher (frequently during the last week of Internship), the College Student may observe in the classroom of a second teacher (at the same or different site) provided the second teacher is on the TASUS list and the second teacher consents to the observation. Both teachers shall provide notification to their principal prior to the observation. No additional signatures or approvals shall be required.

## 2. Other Field Experiences:

In an electronic format approved by the USPO, Colleges will send principals a list of requested placements. Once a principal and a College are in agreement on Field Placements, the principal or designated school contact shall, from their school site, email the Final Placement List to both the College and the USPO. The email shall clearly state principal approval for the placements. Additions and deletions may be sent in the same manner, as needed.

The Final Placement List shall be on the form sent by the College and shall contain the following information for each College Student:

- Name of College
- Name of Leon County School
- Name of College Student
- Name of Cooperating Teacher
- Name of College Supervisor
- Email address of College Supervisor

Unless specific to a program or grant, non-Intern Field Experience placements in classrooms do not require individual signatures for each student. However, no College Student shall be allowed to begin Field Experience until they are on the list approved by the principal and the USPO.

## H. Responsibilities of Cooperating Teacher:

Whenever a College Student is assigned to a classroom, the Cooperating Teacher, or regular classroom teacher, shall be responsible at all times for the class and the quality of instruction and shall assure continued student learning and a safe learning environment. A co-teaching model shall be used for the majority of the College Student's field experience with the regular teacher remaining in the classroom.

The Cooperating Teacher shall:

1. Assist in orienting the College Student to the school, classroom, and pupils,
2. Explain all relevant school and district policies, rules, procedures, and regulations to the College Student,
3. Provide prompt and substantive feedback to College Students regarding all performance activities and interactions with school personnel, pupils, and parents,
4. When appropriate, complete evaluations of College Students progress and submit them to the



College Supervisor, after reviewing them with the College Student,

5. Immediately inform the University Supervisor of any concerns regarding the College Student
6. When appropriate, establish a time to regularly meet and discuss with College Students their activities, impressions, reflections, and suggestions for goals and areas of improvement,
7. Supervise the College Student at all times. Under no circumstances shall a College Student, even if he or she is a certified teacher, serve as the substitute of record during the field experience unless a separate agreement has been negotiated in writing by the School Board and the College.
8. Implement a co-teaching model during the College Student's Internship. Co-teaching is defined as organizing classroom instruction to reduce the student-adult ratio and/or take advantage of two teachers' expertise, skills and knowledge while maintaining continuous student progress. The "solo teaching time", if required by the university program, may still be implemented but under the close supervision and direction of the Cooperating Teacher who will assure that student progress is maintained.
9. Obtain and follow the college handbook, syllabus, or other description of expectations provided by the College Supervisor specific to the College Student they are supervising.

I. Change of Placement:

Once a placement is approved, should any College Student's placement status need to change the University Supervisor shall immediately notify the Cooperating Teacher and the School Principal. In the case of an Intern, no other placement of the College Student shall be accepted until the University Supervisor has met with the original Cooperating Teacher and the Principal. All changes in placement shall first be approved by the College and the USPO.

J. Resolution of Conflict:

When a Cooperating Teacher and a College Student are confronted with a conflict or concern they cannot resolve, they shall seek assistance in the following order:

1. University Supervisor
2. School Principal
3. USPO and College Intern/Field Experience Placement Office
4. Superintendent and College Dean

The Superintendent and College Dean shall make the final decision on any remaining unresolved conflict.

5) Administrative Field Experience with Cooperating Administrators:

A. Approvals:

Administrators shall obtain approval from their immediate supervisor prior to directly supervising a College Student in any Field Experience activities. College Students shall not be placed with a Cooperating Administrator without the prior consent of the Cooperating Administrator and the approval of the Cooperating Administrator's immediate supervisor.

B. Forms and Signatures:

The Cooperating Administrator and their Supervisor shall not allow a College Student to begin their Administrative Field Experience activities until a written agreement is completed, signed, filed with the USPO, and approved for administrative sufficiency.

At minimum, such agreement shall include the:

1. names of the Cooperating Administrator, College Student, and College Supervisor
2. name of the College and the School District site
3. phone number and/or email address of the College Supervisor
4. beginning and ending date of the Field Experience



5. signatures of the College, the Cooperating Administrator, the Cooperating Administrator's Supervisor, and the USPO.

C. Duties of Cooperating Administrator:

1. Whenever a College Student is assigned to a Cooperating Administrator, the Cooperating Administrator shall be responsible at all times for the quality of work performed and shall assure continued performance of all assigned duties.
2. The Cooperating Administrator shall explain all relevant school and district policies, rules, procedures, and regulations to the College Student.
3. The Cooperating Administrator shall obtain and follow the college handbook, syllabus, or other description of expectations provided by the College Supervisor specific to the College Student they are supervising.

D. Development of Procedures:

The USPO shall work with staff in the development of principal/administrator Internships and shall draft procedures to implement management and placement of Interns once the plan is complete.

6) Other Field Experience:

Any other Field Experience not covered under sections 4) or 5), above, shall be arranged directly through the USPO. In all cases, no placement shall be made without the consent of the Cooperating Employee and the prior approval of the Cooperating Employee's immediate supervisor.

7) Recordkeeping:

- A. The USPO shall maintain an up-to-date, searchable database of all University Students currently involved in Field Experiences in Leon County Schools. At a minimum, the database shall include the following information on each student:
  1. Student Name
  2. Student's College
  3. School/Office of Placement
  4. Name of Cooperating Teacher/Administrator
- B. The USPO shall maintain a copy of each completed internship agreement in a manner for easy retrieval. Such copies shall be maintained for one year.
- C. The USPO shall maintain a copy of each current Written Agreement between a College and the Leon County School Board.
- D. In the Fingerprint Database maintained by the Safety and Security Office the USPO shall enter the following information:
  1. For each College Student involved in Field Experiences, the USPO shall enter into the "Restrictions" section of the Fingerprint Database the names of the College the student attends, the semester the student will be involved in Field Experience, and the site where the student is placed.
  2. If a student's status is being changed to "S" (student) from "V" (vendor) or "O" (volunteer) in the Fingerprint Database, the USPO shall enter the date of the change in the "Restrictions" section. A status of "E" (employee) shall not be changed.
- E. The USPO shall provide the Security Office with an up-to-date list of all College/University contacts for security notifications, including secure email addresses or phone numbers, and with

changes to the list as they occur.

See Policy 2.03—College/University Student Field Experiences