

William Penn University Student Teaching Placement Policy

The Education Division faculty is responsible for the placement and supervision of student teachers. In order to facilitate this process, the following placement policy has been adopted. Please read the policy thoroughly and then sign and date it, indicating that you will abide by the criteria stated below.

- Education Division faculty will make all contacts and placements of prospective student teachers.
- Students having special needs that should be considered when a placement is being made must attach a written request for accommodation to their Student Teaching Application.
- In order for the university to provide frequent and adequate supervision of student teachers, they must be placed in close proximity to William Penn. Requests for placements will begin in the Oskaloosa area and expand, as necessary, to within a 30-mile radius of the university.
- Student teachers will not be placed in a building where immediate family members are employed as certified or non-certified staff. *Immediate family* members include a student teacher's parents, in-laws, siblings, spouse/partner, and children. Student teachers should also not seek placement in a school where extended family members with whom they maintain close relationships are employed. Aunts, uncles, first cousins, and stepparents constitute *extended family* members.
- Once a potential placement is arranged, the student teacher will schedule a meeting with the cooperating teacher and, upon request, building administrator(s).
- A student teacher's placement is finalized upon the Education Division's receipt of the school's Building Consent Form. The prospective student teacher will be notified of their assignment at this time. Finalized placements will only be changed upon request of the cooperating teacher or administrator of the contracted school.

I agree to abide by the provisions of the above stated William Penn University Student Teaching Policy.

Name

Date