

Student Teachers

The procedure for developing and implementing a student teacher agreement is as follows:

- I. The college/university representative shall present an affiliate agreement to the Human Resources office for review and approval. Upon the director's approval they shall forward the agreement to the Finance Office for further review and approval by the Superintendent or Superintendent's designee.
- II. The Human Resources office shall coordinate the institution's request for placement with principals to determine if placements are possible in the subject areas requested.
- III. The college/university representative shall receive confirmation of placements that can be accepted during the quarter/semester.
- IV. Student teaching assignments shall be made with the approval of the cooperating staff member and the building principal.
- V. A student-teacher shall be assigned to a teacher with no less than three (3) years of successful full-time teaching experience.
- VI. A supervising teacher should not be assigned more than one student teacher per school year.
- VII. The supervising teacher should be responsible for the class and should not delegate responsibilities until the student-teacher has displayed the proficiency to accept them.
- VIII. A student-teacher should assume the same conditions of employment as a regular teacher in terms of length of school day, supervision of co-curricular activities, staff meetings, and in-service professional development.
- IX. The student teacher shall meet state teacher certification requirements pertaining to fingerprinting prior to student teaching, and will be required to submit birthdate, full legal name, and complete disclosure form.
- X. Applicants for intern and student coursework experience will pass the state patrol background check that volunteers in the district are required to pass. If an applicant has their pre-residency clearance from OSPI, they will have already cleared the WSP and FBI background check.
- XI. Limit of two (2) student teachers and two (2) practicum students per school, per quarter. Limit increases to three (3) student teachers and three (3) practicum students in schools with 800 or more students' annual average FTE for the prior year.

Out-of-State Universities Only: Placement requests will need to obtain a pre-residency clearance prior to placement. For details on the documents needed and application process to obtain this pre-certificate clearance, please click on this OSPI link: [OSPI Information about](#)

Teaching Certificate (<https://www.k12.wa.us/certification/teacher-certificate/state-program-completer-applicants/pre-residency-clearance-state-applicant>)

Observation or Practicum

Colleges/universities which request to place students in schools for the purpose of observation or job shadowing outside student teaching assignments may contact the Human Resources office to request a placement.

Step I: College/university placement representative contacts Human Resources to inquire about convenience of a student observation placement.

Step II: College/university placement officer notifies Human Resources office of these requests, indicating student's name, building name and duration of placement.

Student Teaching Internship

Step I: Human Resources Office receives requests from college/university representatives and matches students to available teachers. Principal may indicate a building maximum of placement to the Human Resources Office.

Step II: Teacher and principal are notified of placement.

Step III: If the placement is found to be unsatisfactory for any reason, contact is made with the Building Principal to discuss the concern or to request a change in assignment by either the cooperating teacher or the college/university representative.

In order to meet the needs of the many colleges/universities, a student teacher placement request must be sent to the Human Resources Office by the following dates:

- By May 15th for Fall quarter/semester
- By November 15th for Winter quarter/semester
- By January 31st for Spring quarter/semester

NOTE: At no time should the student or the college/university contact the teacher directly to secure a student teacher placement.