

**From the internship handbook pgs. 18-21**

### **Employment and Other Commitments**

Due to the demands of the internship experience, teacher candidates are advised not to be employed or otherwise committed during the final internship. Likewise, while other opportunities may arise (such as coaching or leading extracurricular activities), these activities must not detract from the candidate's professionalism and performance in the classroom.

Relative to outside commitments, teacher candidates must:

- Inform their clinical instructor and cooperating teacher of their involvement or intention to be involved in any outside work or activities.
- Understand that absences, lack of preparation, or performance issues related to these outside activities are unacceptable and will not be accommodated.

### **Coursework Limitations**

Due to the demands of the internship experience, teacher candidates may not be enrolled in any other coursework during the semester of the final internship except with the express permission from the teacher candidate's program. This permission can only be granted through submission of a Request for Appeal. Appeal forms can be found under Forms on the Office of Clinical Experience website.

### **Attendance and Punctuality**

Relative to any absence, teacher candidates must:

- Communicate *in writing* and *verify receipt of that communication via email with*
  - Cooperating teacher
  - Clinical instructor
  - Office of Clinical Experiences- [oce\\_info@wmich.edu](mailto:oce_info@wmich.edu)
- Ensure that the cooperating teacher is notified prior to absence via phone call to teacher or school office.
- Ensure that lesson plans and materials are available for the cooperating teacher's use.

<b>Internship Attendance Policies</b>	
<b>Daily Attendance</b>	During the final internship, teacher candidates are expected to commit full time to the cooperating teacher's contracted hours and the cluster site school's calendar from day one of the school's semester through the university's final exam week and ends on the Thursday prior to graduation.
<b>Late Arrival or Early Departure</b>	Candidates will not be excused early or allowed to report late due to work schedules or personal business during the internship semester. <i>Any late arrival or early departure by the candidate during the school day or required event may be considered an absence.</i>
<b>Required Events and Activities Outside of School Hours</b>	Teacher candidates are required to attend staff-development sessions, parent-teacher conferences, open-house events, faculty meetings, and other extracurricular activities deemed appropriate by the cooperating teacher. For events that meet outside of school hours, candidates are expected to adjust their schedule to allow for their participation.
<b>Holidays and WMU/Site Schedule Differences</b>	If the cluster site school calendar deviates from that of the university (i.e., beginnings of the school semester, spring break, and holidays), candidates will follow the school calendar

	unless otherwise informed by the Office of Clinical Experiences. Teacher candidates are expected to follow the holiday schedule of the assigned school.
<b>Inclement Weather</b>	If school is closed due to weather or similar emergencies, the teacher candidate should follow the attendance policy required of the cluster site's professional staff. They should also report the closure to the Office of Clinical Experiences via email
<b>Personal Religious Holidays</b>	If, due to personal religious affiliations, a teacher candidate will be absent on a regularly scheduled school day, the candidate must make special arrangements in advance with their cooperating teacher and clinical instructor. The absence must also be reported by the candidate to the Office of Clinical Experiences via email.
<b>Illness/Emergency</b>	If illness or personal circumstances cause candidate to be absent, the candidate is required to contact their cooperating teacher ahead of time, preferably the night before or early in the morning. They are also required to make sure that lesson plans, activities, materials, etc. are available for use by the cooperating teacher. The absence must also be reported by the candidate to their clinical instructor and the Office of Clinical Experiences via email.
<b>3 or More Absences</b>	3 or more absences may result in failure of the internship. Depending on the circumstances of those absences, however, it may be possible for the candidate to arrange to extend their internship. Any such plan will be subject to review and approval by the Director of Clinical Experiences and in agreement with the cooperating teacher and clinical instructor.

### **Substitute Teaching**

During the semester of clinical experience, WMU teacher candidates engaged in clinical experience may serve as substitute teachers only under the following conditions\*/\*\*:

- The teacher candidate may only substitute after successful observation by their cooperating teacher or clinical instructor and in agreement with the principal, cooperating teacher, and clinical instructor regarding readiness to take on the responsibility. Substitute Readiness forms can be found under Forms on the Office of Clinical Experience website.
- The teacher candidate must be registered with and approved by the district, ISD, or sponsoring agency as a substitute teacher.
- The teacher candidate may only substitute for their cooperating teacher.
- The teacher candidate may only substitute when their cooperating teacher is absent from the classroom due to illness, personal business, or professional development, which has been deemed inappropriate or cost prohibitive for teacher candidate attendance.
- The teacher candidate may substitute for their cooperating teacher *no more than ten days* unless further days are approved by the Office of Clinical Experiences in advance.
- The teacher candidate shall be paid at the prevailing per-day rate for substitute teachers when working in that capacity.

*\*Teacher Candidates under a Plan for Improvement cannot substitute teach.*

*\*\*WMU may, in its sole discretion, determine that a teacher candidate is not eligible to substitute teach and may deny a request by a district and/or ISD to utilize a given teacher candidate as a substitute teacher.*

### **Long-Term Substitute Teaching and Early Release**

During the semester of Clinical Experience, WMU teacher candidates engaged in clinical experience may serve as long-term substitute teachers only under the following conditions\*/\*\*:

- The request for early release must be initiated by the building principal and posed directly to the Office of Clinical Experiences. Teacher candidates may not solicit long-term substitute or full-time teaching positions during the time of their internship.
- The teacher candidate must be registered with and approved by the district, ISD, or sponsoring agency as a substitute teacher.
- The long-term substitution/early release position must be in the teacher candidate's teachable major/minor.
- The teacher candidate must complete the Early Release Appeal Form and be approved for release in agreement with the cooperating teacher, principal, and clinical instructor. Early Release Appeal forms can be found under Forms on the Office of Clinical Experience website.
- The long-term substitution or early release position is limited to fifteen days prior to the end of a semester. Further limitations may apply depending on candidate's prior attendance or substitute teaching days. These will be evaluated before an early release date is decided.
- The teacher candidate must have successfully participated in and completed all requirements for seminar, and have appropriate items on file for certification including:
  - Midterm and final evaluations. Completed by the cooperating teacher and clinical instructor, these evaluations must indicate the candidate's effective demonstration of and/or adequate progress in all areas. Specifically, the candidate must exhibit strong classroom management skills.
  - Seminar assignments. All must be complete, uploaded to Tk20 where appropriate, and of high quality.
  - MTTC subject area tests. Passing scores in the subject area of the long-term position must be on file with the university.
  - Adult and Child CPR and Standard First Aid card from a Michigan Department of Education approved agency must be on file with the university.

It is recommended that release requests are limited to positions within the same building assigned for the internship, however, special requests will be considered on a case-by case basis. Likewise, it is recommended that the teacher candidate request support from the school in identifying a mentor within the building who might offer support and assistance in managing issues that may arise during the duration of the position.

*\*Teacher candidates under a Plan for Improvement cannot apply for Early Release.*

*\*\*WMU may, in its sole discretion, decide that a teacher candidate is not an appropriate candidate to long term substitute teach and may direct a district and/or ISD not to utilize a given teacher candidate as a substitute teacher.*

### **Transportation of Students**

*Teacher candidates are not to transport students in their own vehicle, or any vehicle, for any reason. If asked to do so by a student or any other person, the teacher candidate will inform their clinical instructor and cooperating teacher immediately. If asked to do so by a cooperating teacher or an administrator, the teacher candidate will inform the clinical instructor and Office of Clinical Experiences immediately.*

## University Policies

**Racial and Ethnic Harmony:** Western Michigan University is firmly committed to the principles of racial equality and nondiscrimination. On its campus, students, faculty, and staff of many races and ethnic backgrounds live and work closely together day by day. This racial and ethnic mix brings richness and diversity to the cultural, intellectual, and personal dimensions of campus life. The University benefits from this diversity and seeks to enhance it.

All members of the University are expected to contribute to an atmosphere of racial and ethnic harmony on campus, displaying tolerance for cultural differences and courtesy and civility in discourse with students, faculty, and staff to diverse backgrounds and origins. In this environment there is no room for derogatory comments of a racial nature, be they in the form of slurs, posters, songs, jokes, graffiti, or the like.

Most members of the campus community need not be reminded of the institutional position in this regard. The very few who need the admonition must realize that the University will take the strongest possible action, including dismissal, against those who through racist acts bring discord to this campus.

**Sexual Harassment and Violence:** Students and instructors are responsible for making themselves aware of and abiding by the “Western Michigan University Sexual and Gender-Based Harassment and Violence, Intimate Partner Violence, and Stalking Policy and Procedures” related to prohibited sexual misconduct under Title IX, the Clery Act and the Violence Against Women Act (VAWA) and Campus Safe. Under this policy, responsible employees (including instructors) are required to report claims of sexual misconduct to the Title IX Coordinator or designee (located in the Office of Institutional Equity). Responsible employees are not confidential resources. For a complete list of resources and more information about the policy see [www.wmich.edu/sexualmisconduct](http://www.wmich.edu/sexualmisconduct).

**Academic Integrity:** You are responsible for making yourself aware of and understanding the policies and procedures in the WMU Undergraduate Catalog (pages 86-92) that pertain to academic integrity. These policies include cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity and computer misuses. If there is reason to believe you have been involved in academic dishonesty, you will be referred to the Office of Student Conduct. You will be given the opportunity to review the charge(s). If you believe you are not responsible, you will have the opportunity for a hearing. You should consult with your professor if you are uncertain about an issue of academic honesty prior to the submission of an assignment or test.

**Disability Services for Students:** Both in compliance with and in the spirit of the Americans with Disabilities Act (ADA), we would like to work with you if you have a disability that is relevant to the work in this course. If you have a documented disability and wish to discuss reasonable academic accommodations, please contact your instructor in a timely fashion at the beginning of the semester. You may also contact the Office of Disability Services for Students at 269-387-2116 (or at [wmich.edu/disabilityservices](http://wmich.edu/disabilityservices)).

**Religious Observance:** The University is a diverse, multicultural enterprise and—as a community—we jointly embrace both individual responsibility and dignified respect for our differences. It is our general policy to permit students to fulfill obligations set aside by their faith. For details on this policy, see the following website: <https://wmich.edu/registrar/calendars/interfaith>.



