

Student Teaching: WWC Substitute Teaching policy (adopted 1/29/03)

- No student teacher should substitute teach before the successful completion of ten weeks; after this time has been completed, a student may be paid for substitute teaching. If a cooperating teacher will be absent before the ten weeks are completed, the school should hire a substitute for the class, even if the student teacher is primarily responsible for the classroom. In the case where a teacher assistant and a student teacher are present, and the lead teacher is absent, the school must recognize that the school employee is the responsible party in the classroom.
- After ten weeks, a student teacher's first priority or preference should be to substitute in the assigned classroom (subbing for the cooperating teacher). Student teachers should *not* leave a classroom for which they are primarily responsible in order to sub in another classroom.
- After ten weeks, student teachers may substitute elsewhere in the school building (with permission of cooperating teacher and college supervisor); subbing at another school should only be in an emergency, and where the expectation is that a student teacher would be in line for a long-term substitute or teaching assistant or other permanent position.
- Any change of assignment from student teaching into a longer-term substitute or teaching assistant position (again, after 10 full weeks) must be approved by the cooperating teacher and the college supervisor.
- No student teacher should be in the position of risking failure (for not being able to fulfill academic or other requirements) by substitute teaching.
- No student teachers may substitute teach in place of attending student teaching seminars or other College or Teacher Education Program requirements.
- Students who opt to substitute teach at the end of their student teaching assignment (during the observation week, for instance) should be advised that they are losing a valuable opportunity to watch veteran teachers in action (a rare opportunity in most teaching assignments).
- Any questions or concerns arising from this policy should be addressed with the Education Department Chair. In case of a need to appeal or other special circumstances, approval would rest with the Teacher Education Committee and ultimately the Vice President for Academic Affairs.