

Student Teaching Placement Policies

Montana State University-Bozeman

Field Placement & Licensure

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1. Policies and Procedures are collaboratively developed and regularly reviewed by the university faculty and representatives of local school districts.
2. All placements are made by the Field Placement and Licensure Office in cooperation with the local school district administrators.
3. School administrators are made aware of MSU student teaching policies. All teacher candidates are provided equitable treatment by the Field Placement and Licensure Office.
4. Cooperating teachers and university supervisors have considerable teaching experience, are prepared to supervise teacher candidates, and are well informed of university policies.
5. The school administrator will assure that the cooperating teacher is well qualified and willing to work with a teacher candidate. Cooperating teachers must have a minimum of three years of teaching experience at a similar grade level and subject area.
6. The Field Placement and Licensure Office will make every reasonable attempt to locate the best possible placement for each teacher candidate.
 - a. Placements are arranged so teacher candidates will gain a variety of classroom experiences.
 - b. Teacher candidates are placed where they will receive an unbiased assessment; they will not be placed in a school district in which they have friends or relatives in professional positions.
7. Teacher candidates are given an opportunity to request placement at a preferred grade level. The Office of Field Placement and Licensure attempts to place each teacher candidate in his/her requested grade level. However, a teacher candidate may be assigned to any grade level appropriate to his/her licensure level.
8. Teacher candidates are given an opportunity to request placements in a geographic region or a recommended school program. However, a teacher candidate must be prepared to accept any placement arranged by our office.
9. The term 'Bozeman Area' includes all the schools districts within driving distance of the MSU campus, from Livingston to Three Forks.
10. The teacher candidate must **not** negotiate his/her own placement with a teacher or a school administrator. This also applies to a teacher candidate's friends and relatives.
11. Out-of-state placements are granted to teacher candidates who request them and have strong need to be placed in other states besides Montana. These teacher candidates should meet minimum standards of a **3.0 or better GPA** in their major, minor, professional education courses, and in their cumulative, academic work. They must submit two letters of recommendation.
12. Overseas placements are arranged for teacher candidates who request them and meet the minimum standards. Normally, these placements are in English speaking countries. They must also submit two letters of recommendation.
13. **All** course work must be completed before student teaching begins.
14. Working at a part-time job while student teaching is discouraged. If it is absolutely necessary to work while student teaching, priorities should be kept straight. It would be shortsighted to be successful at work and fail or do poorly at student teaching.
15. If a teacher candidate does not accept his/her first placement, another placement the same semester cannot be guaranteed.
16. Teacher candidates may substitute teach for a maximum of 5 days after a positive midterm evaluation with appropriate approval for payment.
17. We cannot guarantee a placement within walking or biking distance from a home or apartment. Teacher candidates must be prepared to either drive or find a ride with someone else.
18. If a teacher candidate is asked to leave a school district for any reason s/he will be required to wait one year before reapplying to the Teacher Education Program for another placement