Iowa State University
Educator Preparation Program

POLICY: Placing Students in Schools

This policy does not apply to practicum courses or student teaching courses.

Iowa State University’s Educator Preparation Unit is required to fulfill its obligations and commitments to its partner school districts by both ensuring district/school/teacher contact procedures are followed and adhered to and by ensuring that all teacher candidates have appropriate and current background checks.

Course instructors that choose to include a field experience component in schools as part of their course requirements must adhere to the following procedures:

- All placement assignments and coordination must be done by the course instructor.
- Prior to making any placements, the course instructor must contact the clinical experience coordinator or program coordinator responsible for making practicum/student teaching placements for the program. This individual will provide the school contact procedures the course instructor is to follow for the districts in which he/she will be placing students.
- All placement information must be entered into Tk20, the Educator Preparation Unit’s data management system. The course instructor must contact the Associate Director for Education Preparation prior to making any placements. A template for recording placement information will be provided and a timeline for returning this information will be established.
- The course instructor will follow the procedures provided to make placements and provide the needed information to record the placement in Tk20.
- Students/Teacher Candidates must NOT directly contact teachers, school buildings, building administrators, district offices, district administrators, or school board members to establish a field experience opportunity. Contact with the cooperating teacher may only be made after the placement has been made and confirmed by the course instructor.

Teacher Education Programs may choose to add program-specific procedures or processes. It is recommended that programs put these procedures or processes in writing.

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