

SPECIAL SITE REQUEST - For Student Teaching-

One goal at Iowa State University is to provide pre-service teachers with exemplary student teaching experiences that meet the standards and requirements of the State of Iowa, ISU departmental requirements and the Educator Preparation Program's requirements. To ensure pre-service teachers have successful student teaching experiences, ISU faculty and staff make every effort to provide students with quality placements. These efforts exemplify our commitment to high standards and expectations for students and the program. The student teaching experience is considered the capstone experience offering ISU students the opportunity to apply the instructional strategies and techniques they have learned in their professional coursework to PK-12 classrooms. In student teaching, students must demonstrate that they meet each of the standards required for their specific teacher preparation program. These requirements mean that we can only support placements that meet Iowa Teaching Standards and Criteria, and for which we can provide a supervisor who can evaluate students with respect to these teaching standards. Except in the most exceptional of circumstances, student teaching placements will need to be in a site approved by Teacher Education Services staff. Only approved sites in Iowa or approved out-of-Iowa sites will be used except in truly exceptional circumstances.

Extreme circumstances may arise such that a student needs to request an alternative student teaching placement. *Such requests will be considered only if they are truly beyond the requester's control.* The procedures below outline the steps a student must follow to submit a formal request.

1. The student must meet the requirements of decision point one and decision point 2 and have a 3.0 grade point average overall.
2. A letter of appeal must be submitted **no later than 10 days after the beginning of classes the semester prior to the requester's student teaching semester.** The letter may be addressed to: Director of Teacher Education Services, 0133 MacKay Hall, Ames, IA 50011-1125.
3. The letter *must* include the following information:
 - a) The student's name, university identification number, address, cell phone number, local phone number, home phone number, email address and major.
 - b) The date of the projected semester for the student teaching experience.
 - c) A clear, concise description of the **circumstances that are outside of your control** that warrant an alternative placement. For example, simply being able to live at home with parents to save money or a choice to arrange one's wedding prior to student teaching, or live with

one's spouse or fiancé during student teaching are not sufficient reasons to grant such a request.

- d) Additional documentation as needed or requested by the EPCC Selection and Retention Subcommittee to support such a request (i.e., medical, family circumstance).

Final approval is contingent upon review by the EPCC Selection and Retention Subcommittee that meets monthly during the academic year. You will be notified by email of the committee's decision, favorable or unfavorable.

If the EPCC Selection and Retention Subcommittee decision is favorable, Teacher Education Services staff will make every reasonable effort to secure appropriate documentation and placement including the following: A) a legal contract between the school district and ISU, B) a contract between ISU and a supervisor, C) locating and training of that supervisor, D) preparing cooperating teachers and staff, and E) monitoring the placement for quality. For these reasons, it is imperative that the requesting student be aware that an alternative site involves expenses and staff effort above and beyond typical placements. Should the cost of hiring and training a site supervisor be greater than the amount typically paid for supervision, the student will be billed for the difference in costs*. Furthermore, even if the EPCC Selection and Retention Subcommittee approves an alternative placement and the above logistics are met, it may not be possible to secure placement in the desired area. Schools are never required to accept student teachers. As guests in their buildings, we simply respect the thoughtful decision that a district makes.

***Please note: Any expenses accrued over \$1,000.00 will be charged to the requesting student. This sum will be billed to the student as soon as they are finalized.**