Early interview(s)/conference(s) may include a discussion of the following items:

- The school's philosophy of education, rules, and regulations;
- The cooperating teacher's description of the class and long range plans;
- The student teacher's role in the cooperating teachers classroom;
- The cooperating teacher's role in observing the student teacher's lesson and providing feedback;
- Planning a program of early observation, direct mini-teaching, and independent teaching that will prepare the student teacher for the full range of teaching responsibilities;
- Submitting appropriate lesson plans, arranging for conferences, and completing reports on time;
- Reporting to the assignment every day and arranging through the University Supervisor to make up absences;
- Reporting pre-student-teaching experiences and related activities;
- Attending any scheduled Orientation Seminar(s);
- Discussing possible housing arrangements within the vicinity of the district.

Clearing Prerequisites – All student teaching assignments are contingent upon successful completion of all prerequisites:

- Admission to Professional Studies – Gateway 1;
- Admission to Student Teaching – Gateway 2 by July 15th for fall semester student teaching and December 15th for spring semester student teaching;
- Valid Tuberculosis Check;
- National Clear the Illinois State Police fingerprint criminal background checks;
- Clearing any placement assignment requirements specific to securing a certain site;
- Are responsible for demonstrating passing scores on the Illinois Subject Matter Content tests.

Important Information Regarding Student Teaching (see Catalog for additional requirements)

- Student teachers are responsible for meeting all Gateway 3 – Exit from Student Teaching Requirements;
- Student teachers must complete a full day assignment during the dates specified on the front of this letter;
- Student teachers are only assigned to classrooms that meet ISBE school and cooperating teacher requirements;
- Student teachers may not earn academic credit and receive a salary for the same teaching experience;
- Upon departmental or school administration request, the student teacher may be withdrawn and/or required to do additional work for the student teaching assignment before being allowed to complete the experience;
- Upon receiving three unresolved Disposition Concerns for any teacher education requirement not met (check your milestones, Teacher Ed Requirements for deficiencies) a student teacher will be withdrawn from the student teaching placement and will not be allowed to continue in teacher education at Illinois State University;
- A student teacher may be required to make up all student teaching days that are missed during the regular student teaching assignment dates.

Student Teachers:

- Are responsible for arranging their own living accommodations;
- Are responsible for arranging necessary transportation;
- Observe the calendar of the district to which they are assigned;
- Are responsible for meeting all requirements of their program including attendance at any scheduled seminar(s);
- Are responsible for accurately registering in advance for student teaching (hours vary by program);
- Are responsible for registering and passing any additional required Illinois State Board of Education licensure tests.

In the event of work stoppage in the school district in which a teacher candidate has been assigned, the candidate will notify the Coordinator in the Office of Clinical Experiences and Licensure Process (309-438-3541) and his/her University Supervisor immediately.

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Lauby Teacher Ed Center
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