Information for Student Teachers with Early Job Opportunities

Student teachers may have the opportunity to begin teaching jobs in late April. Faculty site coordinators should discuss these guidelines with any students and/or principals considering employment.

1. **Student teachers may move to a paid position on Monday, April 26, 2021 and complete student teaching in a new setting.** This does not, however, constitute an official "early release" from student teaching. From the University's perspective, the candidate will be completing the student teaching semester in a new setting, rather than being released early from student teaching. If this arrangement is agreeable to the school system, then the candidate is free to take the paid position.

2. **Candidates must complete all student teaching and licensure requirements before moving to the new classroom.** Typically, this requirement means that candidates must submit all work before beginning the position. Faculty site coordinators are responsible for the early collection and assessment of these requirements such as licensure requirements, successful completion of the edTPA assessment, final reflections, etc. **Faculty site coordinators may not permit a student teacher to begin a paid position if student teaching requirements are incomplete.**

3. **The candidate must receive payment as a school employee** in order to move to this solo assignment, rather than being an unpaid volunteer in a classroom. This restriction is in place to protect the candidate from assuming responsibilities that could create potential legal problems.

4. **The clinical educator and principal should support the new arrangement.** As a courtesy, and in recognition of the commitments made, the candidate and faculty site coordinator should consult with the clinical educator and principal regarding this change.

5. **Candidates should request coverage for their new classrooms in order to attend final student teaching seminars and final conferences.** Final conferences are conducted the week of May 10, 2021. Faculty site coordinators are discouraged from making special arrangements to complete these important final steps earlier than schedule.

6. **Candidates will receive documentation about their completion and grade from the faculty site coordinator at the final conference.**

7. **Candidates must complete the Completion of Student Teaching in an Alternate Placement Request Form and secure all related signatures before moving to an alternate setting for the completion of student teaching.**

8. **There can be no posting of an early completion date on the transcript.** In years past, a special posting was designed to assist students who had passed licensure exams and who were taking jobs under standard teacher contracts. In reality, most students took positions that were classified as substitute or interim teachers and did not actually need the special efforts made by the University. The heavy demands placed on faculty site coordinators, advisors, department chairs, the licensure office, the Registrar, and others were not justified by the actual benefits to students. **Therefore, the May 14, 2021 commencement date to be posted on the transcript will be in effect for all students.**

Questions may be directed to Tisha Greene, Assistant Dean, Office of School and Community Partnerships 704-687-8802.
# Cato College of Education

## Completion of Student Teaching in an Alternate Placement Request Form

**Acknowledgement of the Completion of all Program Requirements for Clinical Practice Completed by the Student Teacher**

**Process for Application:** The student must initiate this application, complete the required sections of the request form, and obtain the appropriate signatures. Finally, the student must meet with his/her assigned Faculty Site Coordinator, and the form must be submitted to the Office of School & Community Partnerships at oscp-coed@uncc.edu.

### Student Teaching Candidate Name _____________________________________________________________

### Internship/Student Teaching Placement _________________________(District) ______________________(School)

### Name of Clinical Educator ______________________________________________________________________

### Requirement | Confirmation
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Confirmation of “Met” on all items of the Certification of Teaching Capacity evaluation instrument</td>
<td>□Yes □No  ____ (Initials of Faculty Site Coordinator)</td>
</tr>
<tr>
<td>All required documentation has been submitted for student teaching completion (edTPA AND Certification of Capacity)</td>
<td>□Yes □No  ____ (Initials of Faculty Site Coordinator)</td>
</tr>
<tr>
<td>All edTPA components have been submitted to Pearson (verify via confirmation email or Pearson screenshot)</td>
<td>□Yes □No  ____ (Initials of Faculty Site Coordinator)</td>
</tr>
<tr>
<td>Student has completed all other program requirements</td>
<td>□Yes □No  ____ (Initials of OSCP Admin)</td>
</tr>
</tbody>
</table>

### Date of Request (to be completed by Student Teaching Candidate)

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### Employment Information

<table>
<thead>
<tr>
<th>Employment Information</th>
<th>School District:</th>
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<tbody>
<tr>
<td>School:</td>
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</table>
**Please attach the written agreement from the hiring school indicating they will provide and pay for substitutes for the Early Release candidate to attend all required internship seminars and/or campus meetings.**

<table>
<thead>
<tr>
<th>Proposed Teaching Position</th>
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<tbody>
<tr>
<td>Requested Date to Begin ST in an Alternate Setting</td>
<td></td>
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<tr>
<td>Assigned Mentor/Advising Teacher</td>
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</table>

**Principal**

**Mentor/Advising Teacher**

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**UNC Charlotte Office of School & Community Partnerships Approval**

__________________________________________  ____________________________________________
Assistant Dean for School & Community Partnerships  Faculty Site Coordinator

Licensure Test: _____ Passed _____ Not Passed