

Dear Colleagues:

Circumstances surrounding COVID-19, the disease caused by novel coronavirus, are rapidly changing around the world. To date, there has not been a single identified and confirmed case of COVID-19 on the Ball State University campus, Burriss Laboratory School, the Indiana Academy for Science, Mathematics, and Humanities, and the Muncie community. Yet, confirmed cases in Indiana, and the prospects of more, have caused a growing number of school districts to close and move to online instruction. Without students in classrooms in the traditional setting, it is impossible to continue with student teaching, practical experiences, observations, clinical supervision, and other field-based school experiences.

For the health and safety of all Ball State University students, faculty, staff, students/children, and those of our school partners and because of the uncertainty of sites for field-based school experiences, today – Friday, March 13, 2020 – is the last day for these experiences this semester. Plans for the quick transition are in place and outlined in the following information. We appreciate everyone's assistance in making the transition as smooth as possible. If you have questions about the implementation of these changes, please visit the webpage with [frequently asked questions for students and faculty](https://www.bsu.edu/About/AdministrativeOffices/Emergency-Preparedness/PandemicFluPrep/Coronavirus/Teacher-Education-Field-Experiences-FAQ) [link <https://www.bsu.edu/About/AdministrativeOffices/Emergency-Preparedness/PandemicFluPrep/Coronavirus/Teacher-Education-Field-Experiences-FAQ>].

Early Field Experiences (anything other than student teaching)

For courses that contain a field experience other than student teaching, all field experiences will cease, and University faculty will provide online learning opportunities that meet the overall course outcomes. Classroom teachers who mentor a Ball State student for a course that carries a stipend will still be paid for their service at the full amount.

- a. Faculty instructors may reach out to the Division of Online and Strategic Learning (DOSL) for help initiating online alternatives for their courses.

Student Teaching

All in-school student teaching experiences will cease at the end of the school day, today, Friday, March 13, 2020. Engagement between the student teacher and University faculty supervisor will continue. This includes student teachers in Aldine, Texas, and Germany.

- a. Every student teacher must have at the minimum two University supervisor observations, two classroom mentor teacher benchmarks, and the InTASC summative completed. If any of the above assessments are not completed, reach out to Jon Dee for guidance on special and extenuating circumstances.
- b. The number of assessments beyond the minimum (including edTPA, supervisor observations, mentor teacher benchmarks, and the InTASC summative) will not factor into the supervisor's decision to pass or not pass a student teacher. University supervisors will still be responsible for grading all assessments.

- c. edTPA does not need to be fully completed in order to pass student teaching.
- d. Mentor teachers can assess student teachers with another benchmark after March 13, 2020, without additional observation of our student teachers in the classroom.
- e. Faculty University supervisors are required to engage (not assess) and interact with their students for the rest of the semester, to the best of their ability.
 - i. It is up to the discretion of the individual University supervisor to determine how this will be implemented.
 - ii. Faculty University supervisors will be required to keep and submit a log of their engagement with student teachers through the remainder of the semester. This will be due to Jon Dee by the time semester grades are submitted.
- f. Student teachers who wish to continue working in their school after March 13, 2020, may do so on a volunteer or substitute teacher basis within the school district. If students wish to continue to engage with their placement, and they are healthy, they may do so with the school's permission. They may do so as private citizens, not as Ball State students.
- g. Student teacher participation in any additional P-12 school experiences is not necessary for their completion of the Ball State student teaching program.

Faculty Travel as Related to Field Experiences and Student Teaching

Faculty instructors are allowed to continue and travel for University purposes related to early field experiences and student teaching through today, Friday, March 13, 2020.

More Information

For additional information about COVID-19 and how Ball State is responding, visit [bsu.edu/coronavirus](https://www.bsu.edu/about/administrativeoffices/emergency-preparedness/pandemicfluprep/coronavirus) [link to <https://www.bsu.edu/about/administrativeoffices/emergency-preparedness/pandemicfluprep/coronavirus>].

Thank you for your patience and flexibility as we adapt to changing circumstances to protect our community.

Sincerely,
Jonathan Dee
Director, Office of Teacher Education Services and Clinical Practice