

What is the Student Teaching Placement Process?

An understanding of how an application goes from submission to confirmation.

Designed for Future Student Teachers @ BSU

Office of Teacher Education Services & Clinical Practice

Congratulations!

You are about to embark on the most important part of your academic career here at BSU. Successful completion of student teaching is a significant and vital step to becoming a teacher. Therefore, the process and purpose behind every placement must be treated with the utmost diligent care to ensure a good successful environment.

An overview of the process:

Once you submit your student teaching application in Tk20, our office (OTES-CP) starts to work for you! We will send your application to schools within our Clinical Practice Network by hand-delivering them to BSU faculty liaisons. They will preview each application and select those that they believe are a good fit for their respective schools. Liaisons submit those applications to school administrators in person and the interview/selection process continues to move forward. At this point, you may be contacted to schedule an interview with the administrator and other teachers from the school. A final decision is made and the school contacts us to let us know which applicants will be placed. Once we receive a signed contract from the school, our office will contact you to let you know your placement.

Where can I go?

We are pleased to offer our students FIVE placement options for completing student teaching:

- Central Indiana Partners
- Aldine, Texas Partners
- Ramstein, Germany- Department of Defense Schools
- The Urban Semester Collaboration (Open to ELED and EC majors ONLY)
- The IU Global Gateway Program (specified locations in U.S. & around the world)

Each choice is discussed and presented in great detail during every student teaching application meeting (please reference Step-by Step Guide to Student Teaching 2017-18 found on the OTES-CP website).

How is a school and teacher chosen if I want to student teach in central Indiana?

Our goal for any placement is for it to have purpose and intentionality. While many factors are key to success in student teaching: knowledge, dispositions, and previous performance, the mentor teacher is quite possibly the most crucial factor. The mentor teacher is an important component of the student teaching triad, assigned to guide, counsel, and help you make the transition from theory into practice. We work with schools and administrators to seek the best mentor teachers and we provide specific training for them in order to help ensure a successful experience for each student teacher.

Our own standards for accreditation mandate that we work with schools to “co-select, prepare, evaluate, support, and retain high-quality clinical educators, both provider- and school-based, who demonstrate a positive impact on candidates’ development and P-12 student learning and development.” As a result, we have developed important relationships with key schools to ensure this takes place. Referred to as Professional Development Schools and Partner Schools, these educational entities work with BSU within a Clinical Practice Network to co-select those who will fill the important role of mentor teacher.

In light of this, all applications of students who wish to teach in Indiana, are first sent to a PDS or Partner School. Please click [here](#) for more information. Should we be unable to secure a spot in a PDS or Partner School, we would then seek out placements in which we have had previous successful experiences. Mentor teachers must meet many requirements to be a partner in this endeavor.

If I interview with a school, am I automatically placed with that school?

No, student teaching is like any other employment opportunity, for instance, many schools are now interviewing students prior to placement. Watch your official BSU email for your Conditional Confirmation email.

Why only central Indiana, why not other parts of the state?

In addition to the value of a close, intimate, and reciprocal relationship with schools mentioned above, BSU has found great value in having our own department faculty supervise our student teachers. In many instances, students receive supervisors who have already taught them in previous classes on-campus. University supervisors are required to visit and observe our student teachers at least twice a month in the best of circumstances — some visit even more! In order to make the observation, visitation and feedback process more meaningful, we seek to limit the breadth of travel for our supervisors.

Why can't I student teach in my home school even though it is in Central Indiana?

OTES-CP has a long-standing policy against placing student teachers in their own school to avoid difficulties for you as the student teacher. Your history as a student in that school can become a factor in how veteran teachers treat you. You are no longer a student under their authority, but are now a pre-professional student teacher with a different set of expectations from Ball State University and the education profession itself. We don't want anything to hinder your success in student teaching, so we don't place you in situations where there might be an unfair bias against you.

How far might I have to travel?

In addition to our commitment to work at placing each student in a PDS or Partner school, we are committed to a placement within a reasonable driving distance (within 50 minutes) from your stated place of residence. As you complete your application for student teaching, you will provide us with a projected residency address. Once your application is submitted, we begin working to find a placement with that in mind. Multiple factors between BSU and the school go into this decision making and the closest may not always be the best for your growth as a pre-service teacher.

Does BSU help me find housing?

While many student teaching placements would be within a 50 minute drive of the university campus, we have worked with several apartment complexes and local community chambers of commerce as well as teachers within the schools to provide resources for students as they look for housing options. The university does not provide housing during your student teaching experience — you are free to make the choice on where to live, as you have been throughout your undergraduate years.

What if I don't hear back about my placement right away?

While the process is relatively short for many students (one semester) it can take longer for some students to receive their placement. We prioritize by sending placements scheduled for ***the next semester FIRST***.

Our office sends applications to schools within our CPN first, allowing administrators and teachers to choose students through the application/interview process. Keep in mind that this process is collaborative and we are usually waiting on the school to verify a placement. If your application/residence doesn't fit into one of our partner schools, we begin working to find a placement in one of the other schools with which we typically work. In addition to our network of partners, we have

many other schools with whom we have a long-standing relationship who enjoy working with our students.

DON'T PANIC!! Keep in mind: We have NEVER failed to find a student teaching placement for a student!

What if I change my plans after a student teaching assignment is made?

Placement changes will only be made under extreme and/or unusual circumstances. Once a placement has been secured for you, the mentor teacher and principal will be expecting you (and may have turned down other placements) and you should make every effort to complete the assignment.

If an unavoidable and extreme situation arises concerning your placement (you become seriously ill, you are no longer eligible to student teach, etc.), it is your responsibility to contact the Director of Teacher Education Services and Clinical Practice to inform us about changes. Should you already have a placement confirmed, the decision to change your assignment goes to a joint faculty/staff committee. If a placement is NOT confirmed, then you can submit your change without a committee decision.

What if I don't like my placement?

Placements are an enormous undertaking by multiple educational entities, with YOUR SUCCESS as the ultimate goal. Whether you agree or disagree with a placement, this will be a learning opportunity. Student teaching placements are carefully crafted by knowledgeable experts in the field. Policies, procedures, and standards are put in place to ensure that your classroom teacher has met certain criteria to become a good mentor teacher and that you are set up for success.