

TERMINATION OF CLINICAL TEACHING ASSIGNMENT

Overview

The clinical teaching program is a collaborative relationship between APSU, cooperating school districts, mentor teachers, and the teacher candidate. Each teacher candidate is to be made aware that her/his status in the district, and in a particular classroom, is that of a guest. Occasionally there are circumstances that warrant the termination of the clinical experience of a teacher candidate. When such action is deemed necessary, there are specific issues and procedures that will be taken into consideration cooperatively by all parties involved.

Reasons for Termination

- 1) Mutual consent and written agreement for termination by the teacher candidate, cooperating school, and university mentor for reasons of illness, injury, or other unforeseen circumstance.
- 2) Failure by the teacher candidate to establish and maintain a satisfactory performance level in classroom instruction and management.
- 3) Failure by the teacher candidate to abide by the policies of the cooperating school or APSU.
- 4) Unprofessional conduct toward university personnel, school personnel or students.
- 5) Unprofessional disposition.

Procedures for Termination

Termination of a teacher candidate for the reasons previously stated in numbers 2-3 should follow these prescribed procedures in a sequential manner.

- 1) The candidate shall be informed by the mentor teacher and university mentor of any unsatisfactory performance. This shall be done through written evaluations, personal conferences, and written documentation of any infractions of school policy or professionalism. A candidate may not be terminated for a series of minor or undocumented concerns.
- 2) When it is apparent that a teacher candidate does not follow through with prescribed verbal and written suggestions for improvement, a formal meeting shall be initiated by the university mentor that includes the mentor teacher, teacher candidate, and Coordinator for Clinical Teaching. It will also be determined if the candidate should continue on probationary status in the teacher education program.

Termination of the assignment of a teacher candidate for unprofessional conduct toward university personnel, school personnel, or students will occur immediately (refer to numbers 4 and 5 above).

The Director of the School of Education will be notified of such actions immediately.

Termination

When a clinical placement is terminated, the teacher candidate will meet with the Coordinator for Clinical Teaching. The options offered will depend upon the circumstances of EACH INDIVIDUAL CASE and what is deemed to be in the best interest of the candidate, the school, the mentor teacher, and the students in the classroom. Some options that may be considered are:

- 1) Movement to another classroom for the remainder of the semester. This may be in another school or district and will be done ONLY if a classroom placement is available.
- 2) Withdrawal from clinical teaching with the option to continue in a different assignment the following semester. During the interim time, there will be prescriptive growth experiences created by the Coordinator of Clinical Teaching that must be completed and submitted for review prior to reassignment for student teaching.
- 3) Termination of clinical teaching with a failing grade.

If the teacher candidate is to be terminated or withdrawn from clinical teaching, she/he will be given a letter stating the decision made, the reasons for that decision, and whether or not an opportunity for application to student teach again at a later date will be permitted. The letter will also specify the growth assignments that are expected prior to reassignment to student teaching.

The final decision to terminate a teacher candidate is the responsibility of the Director of the School of Education, following consultation with the Coordinator for Clinical Teaching. This decision will be based upon input from the school principal, the mentor teacher, the university mentor, and the teacher candidate.

When a student teacher is terminated for cause, a course grade of Pass or Withdraw shall not be granted for the placement in question.

Appeal Procedure

If the teacher candidate wishes to contest the decision to terminate the assignment and/or status in the program, specific procedures must be followed:

- 1)The candidate must submit a written narrative explaining why the decision to terminate should be reconsidered to the Director of Teacher Education within three (3) days from the date of termination.
- 2)The appointed chair of the appeals committee will convene a panel to process the appeal. The panel will consist of two faculty members from the student's program of study, a K-12 representative, and a university mentor who has not supervised the student.
- 3)The committee will review the case and all documents related to the case. The committee will accept or reject the appeal. The Director of the School of Education will meet with the student or inform him/her of the decision and the recommendation of the committee.