

Schedule Proposal for Student Teachers/Athletes

Any elementary or secondary level student teacher that plans to play and/or practice with an IWU athletic team during the fall student teaching semester must present a proposal for their schedule to the Director of Field Placement no later than April 1 of the preceding spring semester.

The student teacher should then schedule a 30 minute meeting to discuss the proposal with the Director of Field Placement. This meeting must occur before April 15 of the aforementioned semester.

The Director of Field Placement and the student teacher will discuss the proposal in accordance with Educational Studies policy. **If the Director of Field Placement and the student teacher** are able to agree on a revised schedule proposal, both parties will sign the document.

The student teacher will then take the signed revised schedule proposal to the following individuals, explaining the document and asking for a signature of approval. If any of the individuals do not accept the revised schedule proposal, it will be considered null and void.

- Student teacher
- Director of Field Placement
- Head coach
- Cooperating teacher for student teaching semester
- Building principal for student teaching semester
- IWU Supervisor for student teaching semester

The revised schedule proposal with all SIX signatures must be submitted to the Director of Field Placement no later than the final day of the spring semester.

The revised schedule proposal signed by all six individuals will be a binding document outlining the schedule for the student teacher for the fall semester. Student teachers are required to attend all school attendance days, including teachers' institute days, school improvement days, parent teacher conferences, and open house/meet the teacher night. Student teachers are required to arrive at school at or before the designated time for teachers and are not to leave school before the designated time teachers are allowed to leave the school grounds. ANY exceptions to this requirement MUST be noted on the revised schedule proposal signed by all six individuals. Once all six individuals have signed the document, no changes will be made.

Any student teacher/athlete that does not submit such a proposal will not be allowed participate in both student teaching and the athletic team during the fall semester.

SCHEDULE PROPOSAL

As a part of your schedule proposal, you must include the following student teaching information:

- **SCHOOL:**
- **CONTRACTUAL TIMES FOR TEACHER ARRIVAL AND DEPARTURE:**
- **STUDENT ARRIVAL AND DISMISSAL TIME:**
- **DATE(S) of TEACHER INSTITUTE DAY(S) for the fall semester:**
- **DATE(S) of PARENT TEACHER CONFERENCES:**
- **DATE(S) of SCHOOL IMPROVEMENT DAY(S):**
- **DATES of EVENTS HELD OUTSIDE NORMAL SCHOOL HOURS (*Open House, Meet the Teacher, etc*)**

As a part of your schedule proposal, you must include the following athletic team information:

- **TEAM:**
- **DATES for all scheduled games for the entire season, including post season.** (Assume your team will play for the National Championship. If specific times or dates or locations are not available, list them as TBA. Give as much information as possible.)
- *You do not need to provide practice days/times; you will NOT ever be allowed to leave early for practice.*

For any day you will miss any part of your required time for student teaching (even 5 minutes), you must include:
*** (This example assumes that teachers are required to be on school grounds until 3:15pm)*

- **The specific date and time you will be missing**
 - EXAMPLE 1: October 14; Leave classroom at 3:00pm
 - EXAMPLE 2: August 31; Missing Open house 6:00 – 7:30pm
- **Exactly how many field minutes you will be missing**
 - EXAMPLE 1: 15 minutes EXAMPLE 2: 90 minutes
- **Your proposal for when/how the time missed time will be made up**
 - *Note: if you miss student contact minutes, you cannot make this time up when students are not present.*