Guidelines for Student Teachers

We want to remind you that your student teaching experience is the bridge into the profession of teaching. This is an opportunity to try instructional and management techniques as well as to get to know everything that is involved in being a classroom teacher. In order to be successful, we ask you to keep in mind the following guidelines.

Be Prepared
Allow plenty of time so you can arrive at school early. Student teachers are required, at minimum, to keep district contact hours. If you are expected to present a lesson, have it prepared, in the format requested, with all materials ready, including a duplicate copy of your lesson plan for your cooperating teacher or university supervisor.

Maintain a professional appearance
Dress appropriately and be well groomed. Your behavior should be professional at all times.

Cell Phone Policy
It is a department policy that practicum students, student teachers, student observers, and students visiting or working in schools for any reason refrain from all cell phone use while on school property. This policy requires that students turn their cell phone off upon entering the school. Give family members and child care providers the school phone to use in the event of an emergency. Violations of this policy will result in an immediate meeting with the university supervisor, cooperating teacher and student to decide on the course of disciplinary action.

Communicate and ask for help
Maintain a regular dialogue with your cooperating teacher. Ask him or her to share experiences and ideas. Actively participate in the observation follow-up meetings with your university supervisor and in the midterm and final evaluations.

Should problems or grievances develop during the student teaching experience, the cooperating teacher and supervisor should be made aware of the situation as soon as possible. Student teachers are encouraged to discuss any professional problem at any time with the Director of Elementary Field Experiences.

Call if you will be absent
If you become ill or need to be absent for other reasons, you must contact your cooperating teacher, school office, and university supervisor. If you were expected to teach, you are responsible for getting the lesson plans and materials to the cooperating teachers. More than two or three absences will require extra time for student teaching.

Maintain confidentiality
Information about students must be kept confidential. Do not discuss student and parent issues except with your cooperating teacher or principal.

Substituting for your cooperating teacher
It is the policy of USU, College of Education, that student teachers are not to be used as substitutes for cooperating teachers, even for short periods of time. If a substitute needs to be hired after a teacher has been in the classroom two weeks, the student teacher should continue to direct the classroom activity.

Get involved
Attend faculty meetings, open houses, and other school events. Become as much a part of the staff as possible. For example, go to social functions when invited, and take treats to the staff lounge. Join a professional association and attend its functions.