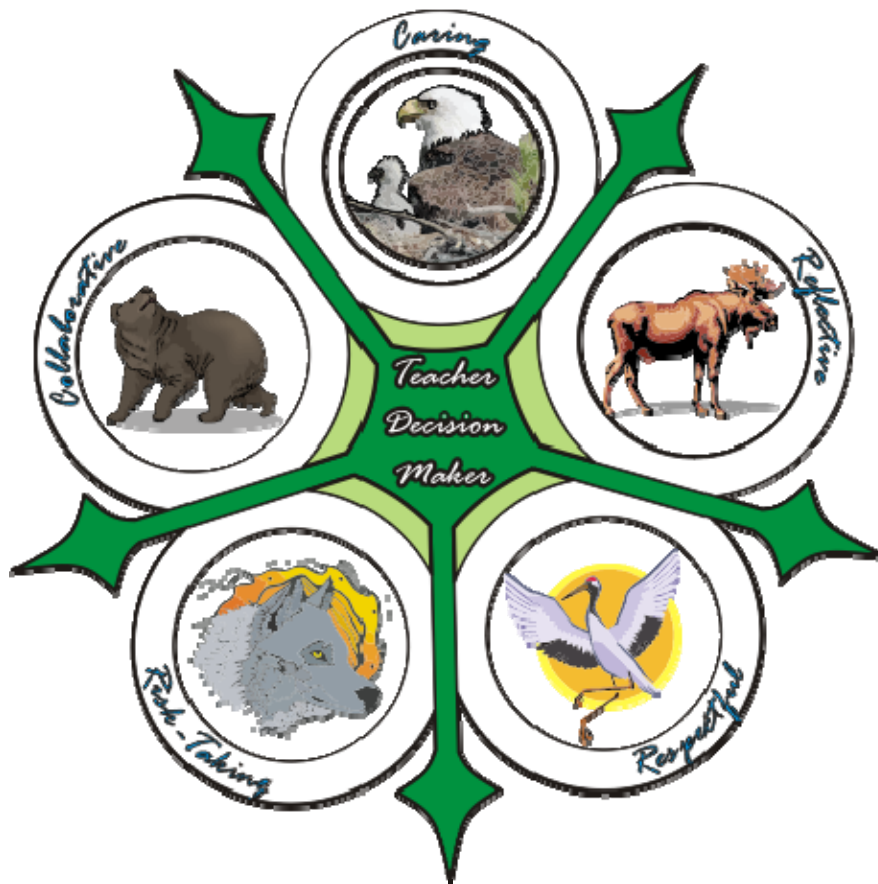


College of Menominee Nation Teacher Education Program Policies and Handbook



Kaehkenohamowekow Masenahekan



College of Menominee Nation
Teacher Education Program



Administrative Policies

College of Menominee Nation Teacher Education Program

Policy TE 100

Policy Title: Director of the Education Division

Policy Status: New

Author: Sr. Stephanie Spence in collaboration with Dr. Diana Morris,
Dr. Jerilyn Grignon and Sharon Fredericks

Contact: Dr. Diana Morris or Director of the Education Division

Policy Statement:

The Dean of Instruction appoints an education faculty member as the Director of the Education Division. This person will have the responsibility for the evaluation of the performance and outcomes of College of Menominee Nation's Teacher Education Program within the context of its mission and conceptual framework, policies affecting the teacher candidates, collaboration with employing schools and districts and program approval by the Higher Learning Commission and Wisconsin's Department of Public Instruction. (PI34.06)

Procedures:

The Dean of Instruction will appoint or recruit and hire someone for this position. Some of the responsibilities outlined in the College of Menominee Nation Teacher Education Handbook include:

1. Collaborating with CMN recruitment personnel in student services for on-going recruitment,
2. Collaborating with the Vice President of Academic Affairs for the publication of admission deadlines,
3. Accepting applications for admission into the teacher education program and student teaching,
4. Convening the admissions committee to review program and student teaching applications, the corresponding student portfolios, academic credentials and other admission requirements,
5. Retaining teacher candidate and student teacher program files (academic files will continue to be housed in student services admissions office),

6. Directing of the teacher education department/division,
7. Appointing faculty supervisors for student teaching in collaboration with the Dean of Instruction,
8. Reporting to the Dean of Instruction of any educational situations that call for intervention,
9. Convening the Teacher Education Advisory Board in collaboration with the Dean of Instruction,
10. Recommending student teachers for licensure to the Dean of Instruction.

Administrative Approval

Signature

Date

Dean's Approval

Signature

Date:

Date effective: _____

Next Review Date: May, 2008, Teacher Education Advisory Board

**College Of Menominee Nation
Teacher Education Program**

Policy TE 101

Policy Title: Teacher Education Program Admissions Committee

Policy Status: New

Author: Sr. Stephanie Spence in collaboration with Dr. Diana Morris,
Dr. Jerilyn Grignon and Sharon Fredericks

Contact: Dr. Diana Morris or Director of the Education Division

Policy Statement:

The College of Menominee Nation (CMN) Teacher Education Program Admissions Committee reviews the admission portfolio, academic and other requirements of the student applying for admission into CMN Teacher Education Program. It recommends a student's admission to the Director of the Education Division. (PI34.14)

Definitions:

(CMN) Teacher Education Program Admissions Committee: is composed of education faculty (2), a representative of the Teacher Education Advisory Board and the Director of the Education Division.

Admissions portfolio: The CMN General Education Portfolio with the addition of Pre-Professional Skills test scores, Philosophy of Education and two letters of recommendation from CMN faculty.

Student dispositions: Qualities and attitudes of a student that pre-dispose him/her to a Professional Teaching Career.

Rubric: Organization of the expected outcomes and level of competency

Procedures:

This committee recommends a student for admission to CMN's Teacher Education Program based upon the rubric developed for the teacher interview and the review of academic qualifications, admission portfolio, background check, communications skills, grade point average, and letters of recommendation. Through the interview and letters of recommendation the committee also assesses the student's dispositions for becoming a teacher. According to the admission rubric, a student must fall within the range of recommended scores to be admitted.

Members of this committee also convene for a re-admission interview and review of the student's progress on improvement plan for re-admission into the program. This committee also admits teacher candidates into student teaching.

See Teacher Education Program Handbook, page 38.

Administrative Approval required for new policies:

Signature

Date

Dean's Approval

Signature

Date

Date effective: _____

Next Review Date: May, 2008, Teacher Education Advisory Board

College of Menominee Nation Teacher Education Program

Policy TE 102

Policy Title: Teacher Education Advisory Board

Policy Status: New

Author: Sr. Stephanie Spence in collaboration with Dr. Diana Morris,
Dr. Jerilyn Grignon and Sharon Fredericks

Contact: Dr. Diana Morris or Director of the Education Division

Policy Statement:

The College of Menominee Nation Teacher Education Advisory Board oversees the effective operation of CMN's Teacher Education Program in accordance with its conceptual framework, philosophy and goals, the requirements of the College of Menominee Nation, tribal imperatives including the Menominee Language and Culture Commission and the National Indian Education Study, the Higher Learning Commission, the State of Wisconsin (DPI), and the National Association for the Education of Young Children (NAEYC).

Definitions:

Conceptual framework: Representation of the philosophy that guides the program to ensure compliance with standard setting entities.

Procedures:

The Teacher Education Advisory Board is composed of the Dean of Instruction, the Director of the Education Division, the faculty member responsible for coordinating field experience, education faculty, representative principals and education program student representatives. (PI34.10c.)

The Dean of Instruction and the Director of the Education Division recruit members of the board and convene this board as needed. The Teacher Education Advisory Board meets to:

1. Review and update the philosophy and goals of CMN's Teacher Education Program,
2. Develop policies that govern the teacher education program including admission, retention, course requirements, field experiences and student teaching,
3. Hear student appeals.

Members of this board may participate on the Teacher Education Program Admission Committee, or be called upon to hear student appeals for non-admission or termination of field placement.

This board evaluates the College of Menominee Nation Teacher Education Program in light the requirements of the State of Wisconsin, the Higher Learning Commission recommendations, program goals, DPI and NAEYC teacher standards and best practices in education.

Administrative Approval

Signature

Date

Dean's Approval

Signature

Date

Date effective: _____

Next Review Date: May, 2008, Teacher Education Advisory Board

**College of Menominee Nation
Teacher Education Program**

Policy TE 103

Policy Title: Faculty in the Education Division

Policy Status: New

Author: Sr. Stephanie Spence in collaboration with Dr. Diana Morris,
Dr. Jerilyn Grignon and Sharon Fredericks

Contact: Dr. Diana Morris or Director of the Education Division

Policy Statement:

Faculty for the College of Menominee Nation Teacher Education Program shall be recruited and hired by the Dean of Instruction in accordance with the qualifications stated in (PI34.11) regarding degree in assigned area of responsibility and knowledge of early childhood/elementary curriculum and practices.

Definitions:

Program advisors: In addition to the academic advisors from student services, the teacher candidates need teacher education faculty as program advisors to guide them through the process of completing the coursework, portfolios, and the field experiences in the teacher education program with the accompanying requirements.

Procedure:

In addition to the regular instructional role and committee work assigned, education faculty are expected to:

1. Participate as members of the Teacher Education Program Admissions Committee and/or Advisory Board,
2. Supervise teacher candidates and student teachers in field placements,
3. Compose letters of recommendation for teacher candidates and student teachers at various stages of their preparation,
4. Serve as program advisors for the teacher candidates and student teachers as assigned by the Dean of Instruction,
5. Evaluate the teacher candidate/student teacher dispositions in addition to academic achievement for each education course grading period,

- Participation in these formational stages of the teacher candidates and student teachers will be considered as part of the faculty workload.

Signature _____

Dean's Approval

Signature _____

Date _____

Date Effective_____

Next Review Date: May, 2008, Teacher Education Advisory Board

[illegible]



College of Menominee Nation
Teacher Education Program



Admission Policies

College of Menominee Nation Teacher Education Program

Policy TE 200

Policy Title: Teacher Education Program Admission

Policy Status: Changed: 11/30/12

Author: Sr. Stephanie Spence in collaboration with Dr. Diana Morris,
Dr. Jerilyn Grignon and Sharon Fredericks
Change: Teacher Education Department

Contact: Chair of the Education Department

Policy Statement:

The student shall submit the following requirements for admission into the Teacher Education Program of the College of Menominee Nation (CMN): enrollment as CMN student, a grade point average of 2.85, passing scores on the Pre-Professional Skills Test (PPST), a background check, evidence of field experience and communication skills, an admission portfolio, letters of recommendation and a completed CMN Teacher Education Program admissions form.

Definitions:

Documentation: Written evidence of participation in an activity, for example, a certificate, a form, a letter.

Pre-Professional Skills Test (PPST): Standardized national assessment of basic skills in reading, writing and mathematics required before entry into a teacher education program.

Admission portfolio: For students earning a CMN Associates in Early Childhood: the general education portfolio required by EDU 295, with the additions of education emphasis courses, philosophy of education, PPST scores and two letters of recommendation.

For Transfer Students: philosophy of education, PPST scores and two letters of recommendation, and admissions into The College of Menominee Nation.

Procedure:

The following are requirements for admission:

1. Student submits transcripts to demonstrate completion of the following academic requirements or their equivalents (61 credits):
 - 6-7 credits in humanities (HIS 112 and HIS 121 or LAN101)
 - 5 credits in natural sciences (lecture and lab)
 - 3 credits in mathematics (MAT 106)
 - 9 credits in social sciences (HUD 210, EDU 236, elective)

3 credits in fine arts (ART105 or 106, EDU 202)
3 credits in sustainable development (SDE100)
3 credits in computer and information technology (CMP180)
3 credits in oral communications (COM 100) with a B or better
3 credits in general education requirements (EDU 100, EDU 295)
6 credits in English (ENG 101, ENG 102)
15 credits in early childhood (EDU250, EDU256,
EDU 237, EDU 238, and EDU 201),

2. Student must have a minimum grade point average of 2.85 in completed coursework,
3. Student must demonstrate the fulfillment of these requirements of the Wisconsin Department of Instruction and CMN's Teacher Education Program:
 - a. Pass the Pre-Professional Skills Test (PPST) with reading score-175, writing score-174, mathematics score-173,
 - b. Submit documentation of a minimum of 30 hours of field experience in educational settings,
 - c. Submit to a CMN background check required for field experience,
 - d. Prepare an admission portfolio based on CMN's general education objectives and early childhood/elementary emphasis courses, including a current resume, philosophy of education, and two letters of recommendation,
 - e. Submit the application form on or before the application deadline.

The procedure for admission includes deadlines for each semester established by the Teacher Education Department, submission of a formal application to the Chair of the Education Department. A letter of acceptance as explained in the College of Menominee Nation Teacher Education Handbook.

Transfer and degreed students applying for admission into CMN Teacher Education Program are expected to meet the criteria for admission and submit official transcripts from other institutions of higher education.

Admission to the teacher education program and passing PPST scores is required for enrollment in the 300 and 400 level Teacher Education courses.

Teacher Education Department Chair

Signature

Date

Dean's Approval

Signature

Date

Date effective: _____

Review date: _____

College of Menominee Nation Teacher Education Program

Policy TE 201

Policy Title: Decision for Exceptions for Admission to Teacher Education Program

Policy Status: Changed: 11/30/12

Author: Sr. Stephanie Spence in collaboration with Dr. Diana Morris,
Dr. Jerilyn Grignon and Sharon Fredericks
Change: Dr. Jerilyn Grignon in collaboration with
Dr. Lauren Waukau-Villagomez
Change: Teacher Education Department

Contact: Chair of the Education Department

Policy Statement:

The College of Menominee Nation Teacher Education Program Admissions Committee makes a recommendation to the Chair of the Education Department for acceptance into the teacher education program based on academic requirements, components of the admission portfolio and teacher dispositions.

Definitions:

Pre-Professional Skills Test (PPST): Standardized national assessment of basic skills in reading, writing and mathematics required before entry into a teacher education program.

Procedure:

The following are the general categories of admission requirements:

1. Academic requirements—review of transcripts, Pre-Professional Skills Test (PPST) scores, and grade point average,
2. Components of admission portfolio including the general education course work, and early childhood/elementary emphasis course artifacts, and samples of field service observation logs,
3. Dispositions for becoming a teacher—personal and professional qualities referenced in the philosophy of education, letters of recommendation and an interview may be required based on recommendations by Teacher Education Department faculty.

A formal letter of acceptance or non-acceptance from Chair of the Education Department is sent to the student and a copy placed in his/her file in the Chair of the Education Department's office.

For more information about seeking an exception to the admission requirement, refer to CMN Teacher Education Handbook, Policies and Procedures Exception Policy.

Teacher Education Department Chair

Signature

Date

Dean's Approval

Signature

Date

Date effective: _____

Review date: _____

**College of Menominee Nation
Teacher Education Program**

Policy TE 202

Policy Title: Appeal of Decision of Admission Committee

Policy Status: Changed: 11/30/12

Author: Sr. Stephanie Spence in collaboration with Dr. Diana Morris,
Dr. Jerilyn Grignon and Sharon Fredericks
Change: Teacher Education Department

Contact: Chair of the Education Division

Policy Statement:

A student may appeal a non-admittance status for the College of Menominee Nation Teacher Education Program. The student presents the written documentation to the Chair of the Education Department for consideration by the Faculty Appeals Committee.

Procedure:

The following documentation would be required:

1. If the reason was a lower than minimum grade point average (GPA):
After consultation with CMN student advisors, the student submits a written plan for raising the GPA to 2.85, indicating the steps that will improve the GPA,
2. A Faculty Appeals Committee review requests for exceptions to the admission requirements and makes a final decision to approve or deny the request. The student is informed of the written decision by the Chair of the Education Department.

Teacher Education Department Chair

Signature

Date

Dean's Approval

Signature

Date

Date effective: _____

Review date: _____

**College of Menominee Nation
Teacher Education Program**

Policy TE 203

Policy Title: Retention in Teacher Education Program

Policy Status: New

Author: Sr. Stephanie Spence in collaboration with Dr. Diana Morris,
Dr. Jerilyn Grignon and Sharon Fredericks

Contact: Dr. Diana Morris or Director of the Education Division

Policy Statement:

Teacher candidates with three behavioral and/or academic alerts are required to meet with the Director of the Education Division and faculty member(s) concerned to devise a plan for satisfactory improvement. If the teacher candidate does not resolve the issue before registration for education classes for the next semester, he/she is placed on suspension until the issue is resolved.

Definitions:

Suspension: A teacher candidate or student teacher in suspension may not enroll for course work or field experience.

Procedure:

A series of academic or behavioral alerts that are not resolved; or the failure of the teacher candidate to complete an improvement plan will result with the teacher candidate being placed on suspension from the teacher education program. The development and execution of this plan is the responsibility of the teacher candidate.

1. Suspension means that the candidate is not admitted to any further education courses until the matter is resolved. The advisor and registrar are informed of this suspension. It is the responsibility of the teacher candidate to meet with the Director of the Education Division to discontinue the suspension period.
2. Assistance with writing and technical skills is provided by College of Menominee Nation tutors. Assistance with course content can be obtained from the instructor of the course. Satisfactory completion of course work/ assignments or improvement of the behavioral issue is the purview of the course instructor.
3. Once the improvement plan is completed or the behavior sufficiently modified, the teacher candidate requests that the Director of the Education Division initiate

a conference with the student, the faculty involved and the Director of the Education Division to review his/her status and to reinstate or recreate an improvement plan. This conference is required before the teacher candidate registers for education courses in the next semester.

4. If the committee deems that sufficient progress has been made and/or the behavior modified, the hold on registration for the next semester will be removed. The student advisor and registrar's office will be so notified.
5. If a teacher candidate fails to schedule an appointment with the Director of the Education Division for reinstatement, or has not progressed with the improvement plan, the teacher candidate will be recommended to withdraw from the program.

Administrative Approval required for new policies:

Signature

Date

Dean's Approval

Signature

Date:

Date effective: _____

Next Review Date: May, 2008, Teacher Education Advisory Board

College of Menominee Nation Teacher Education Program

Policy TE 204

Policy Title: Reapplication to Teacher Education Program

Policy Status: New

Author: Sr. Stephanie Spence in collaboration with Dr. Diana Morris,
Dr. Jerilyn Grignon and Sharon Fredericks

Contact: Dr. Diana Morris or Director of the Education Division

Policy Statement:

Teacher candidates dismissed from the teacher education program or instructed to re-apply for admission to student teaching follow the same procedure as first applicants to the program or to student teaching for re-admission.

Definitions:

Advocate: a CMN advisor or instructor who can attest to the teacher candidate's efforts or interests.

Procedure:

1. The Director of Education Division will convene an admission committee to make the final decision about the teacher candidate's re-admission. The admissions committee will include the Director of Education Division, a faculty member who had the student in class and a faculty member who did not have him/her in class and an advisor.
2. The teacher candidate may bring an advocate to the meeting.
3. Notification about the decision of the admissions committee comes from the Director of the Education Division. A formal letter of acceptance or denial is given the student prior to registration for courses.
4. The letter of acceptance for re-admission into College of Menominee Nation Teacher Education Program or student teaching becomes part of the teacher candidate/student teacher's folder in the education program office.
5. Student advisors and the registrar's office will be informed of a teacher candidate's reinstatement.

Administrative Approval required for new policies:

Signature

Date

Dean's Approval

Signature

Date

Date effective: _____

Next Review Date: May, 2008, Teacher Education Advisory Board



College of Menominee Nation
Teacher Education Program



Academic Policies

**College of Menominee Nation
Teacher Education Program**

Policy TE 300

Policy Title: Academic Alerts for Teacher Candidates

Policy Status: New

Author: Sr. Stephanie Spence in collaboration with Dr. Diana Morris,
Dr. Jerilyn Grignon and Sharon Fredericks

Contact: Dr. Diana Morris or Director of the Education Division

Policy Statement:

Teacher candidates are required to achieve a cumulative 3.0 grade point average in the foundations and methods coursework to be eligible for student teaching. In addition, faculty in the teacher education division are asked to alert teacher candidates directly if their grade average falls below 3.0 (B) during a course.

Definition:

Academic alert: a form used by faculty to indicate a student at risk to Student Services.

Procedure:

The established College of Menominee Nation policy of academic alerts is issuance of an alert form to student services when a student is frequently absent or missing assignments; behavior that jeopardizes course completion. This academic alert system is used by student service advisors to encourage students to utilize tutoring services or writing assistance.

Because of the importance of averaging a 3.0 GPA prior to student teaching, teacher candidates are regularly given an average of their grades in addition to the midterm and final examination grades. An academic alert is given teacher candidates when their grade average falls below 3.0 during a course. Faculty assist teacher candidates with an improvement plan to raise their overall score, receive help or manage time to complete assignments.

Administrative Approval required for new policies:

Signature

Date

Dean's Approval

Signature

Date

Date effective _____

Next Review Date: May, 2008, Teacher Education Advisory Board

**College of Menominee Nation
Teacher Education Program**

Policy TE 301

Policy Title: Behavior Alerts for Teacher Candidates

Policy Status: New

Author: Sr. Stephanie Spence in collaboration with Dr. Diana Morris,
Dr. Jerilyn Grignon and Sharon Fredericks

Contact: Dr. Diana Morris or Director of the Education Division

Policy Statement:

If non-professional behavior or dispositions become evident through coursework or field experience, a behavior alert will need to be issued to the Director of the Education Division and a conference with the teacher candidate or student teacher arranged.

Procedure:

Because professional teachers are required to follow a code of ethics, there are times when teacher candidate/student teacher behavior may become an issue. Some examples of unacceptable behavior of teacher candidates and student teachers include inappropriate interactions or relationships with students, lack of confidentiality, poor attendance in field experience, inappropriate use of prescription and non-prescription drugs or alcohol, reporting at school under the influence of drugs or alcohol, negative attitude toward students whose background or abilities are different from the teacher candidate's, failure to follow the chain of communication in a school or the college, negative interactions with other students or parents in a school setting, negative response to suggestions of instructors, supervisors or cooperating teachers.

When non-professional behavior of a teacher candidate or student teacher becomes evident, a teacher education behavior alert form is procured from the Director of the Education, the incident is described—circumstances, actions, communication—brought to the attention of the student who would then sign the incident report and give additional information if possible. This alert is placed in the student file. If there are repeated alerts, the Director of the Education Division and the teacher candidate/student teacher's program advisor arrange a conference with the teacher candidate or student teacher to address the concerns and a remediation plan. Failure to cooperate with the remediation plan may result in a suspension from the program. A teacher candidate who is suspended may not enroll in any education 300/400 level education courses, including student teaching.

Teacher candidates and student teachers may use the appeal process (policy #202) to be reinstated.

Administrative Approval required for new policies:

Signature

Date

Dean's Approval

Signature

Date

Date effective _____

Next Review Date: May, 2008, Teacher Education Advisory Board



College of Menominee Nation
Teacher Education Program



Field Experience Policies

College of Menominee Nation Teacher Education Program

Policy TE 400

Policy Title: Criminal Background Check

Policy Status: New

Author: Sr. Stephanie Spence in collaboration with Dr. Diana Morris,
Dr. Jerilyn Grignon and Sharon Fredericks

Contact: Dr. Diana Morris or Director of the Education Division

Policy Statement:

The College of Menominee Nation Teacher Education Program requires that prior to their initial field or practicum experience in the schools, all candidates for CMN Teacher Education Program and Wisconsin teacher certification submit to a criminal background check by CMN's human resource department. (PI 34.14)

Procedures

This is consistent with the state law that requires Wisconsin schools to conduct criminal background investigations of all those who come in contact with students including volunteers. The intent of this background check is to provide for the welfare of the students and the accountability of those within the education profession.

1. The College of Menominee Nation will not accept criminal background check reports from other sources.
2. Criminal background checks must be completed at the time specified for the initial course requiring field experience or by the teacher education program admission deadline and student teaching admission deadline. It may take a week for CMN's human resource department to complete the checks requested, so students need to plan ahead. Candidates can not begin any field experiences without an acceptable background check. Candidates are responsible for all fees connected with this procedure either through course fees or personal funds.
3. A teacher candidate may not receive a placement in any school if the background check determines that he or she has been convicted of criminal behavior that automatically prohibits him or her from attaining a Wisconsin Teaching License. A partial list of offenses that automatically prohibit certification include first or second degree murder, battery in the first and second degree, aggravated assault, kidnapping, exploitation of a child, criminal sexual assault, criminal sexual abuse, manufacture or delivery of a controlled substance or any offense that endangered the welfare of a minor.
4. Any information received by the teacher education program pursuant to this policy shall not be available for examination except by the effected applicant, the faculty

member who directs field experience and the Dean of Instruction if there is a question about the record. No record, file or document shall be removed from the office of the Director of the Education Division.

5. The final decision to accept a student in a school for field experience, practicum or student teaching ultimately rests with the school's administration. In the event that no district will accept a student because of his/her criminal history, the teacher education program will assist the student in choosing an alternative course of study.
6. A "no record" result does not automatically guarantee admission into the teacher education program or placement in the schools. Admission into CMN's Teacher Education Program has no effect on whether the Department of Public Instruction in Wisconsin will certify an individual for teaching. Wisconsin Department of Public Instruction will also conduct a criminal background check prior to issuing a Wisconsin teaching license. An additional background check may be required by the host school during student teaching.

Administrative Approval:

Signature

Date

Dean's Approval

Signature

Date

Date effective: _____

Next Review Date: May, 2008, Teacher Education Advisory Board

**College of Menominee Nation
Teacher Education Program**

Policy TE 401

Policy Title: Field Experience Placement Policy

Policy Status: New

Author: Sr. Stephanie Spence in collaboration with Dr. Diana Morris,
Dr. Jerilyn Grignon and Sharon Fredericks

Contact: Dr. Diana Morris or Director of the Education Division

Policy Statement:

The Dean of Instruction appoints a faculty member responsible for field experience. This person is responsible for locating and selecting field experience, practicum and student teaching sites.

Procedure:

Field experience, practicum and student teaching placement sites are made in collaboration with the College of Menominee Nation Teacher Education Program, the faculty supervisors, the teacher candidates, and the school administrators.

The placement procedure differs in various districts. The faculty member responsible for field experience adheres to the policies of the school districts. Students do not initiate contact for purposes of placement. Letters are sent to the cooperating teacher when the placement is confirmed. Cooperating teachers, principals and district administrators are encouraged to refer any questions concerning field experience to the faculty member responsible for field experience.

Administrative Approval:

Signature

Date

Dean's Approval

Signature

Date

Date effective _____

Next Review Date: May, 2008, Teacher Education Advisory Board

**College of Menominee Nation
Teacher Education Program**

Policy TE 402

Policy Title: Field Experience Eligibility

Policy Status: New

Author: Sr. Stephanie Spence in collaboration with Dr. Diana Morris,
Dr. Jerilyn Grignon and Sharon Fredericks

Contact: Dr. Diana Morris or Director of the Education Division

Policy Statement:

All field experiences require admission into the teacher education program and registration in the courses that require field experience. (PI 34.15,5a)

Procedures:

Prior to participation in any early childhood/elementary classroom experience, teacher candidates must submit a CMN criminal background check. School districts require students doing fieldwork or student teaching to submit to a criminal background check as a condition for placement. The results of the background check are not definite indicators of a placement.

Most schools require a complete tuberculosis screening before CMN students or teacher candidates enter their schools for any length of time. This screening is the responsibility of the teacher candidate.

Before the beginning of a field experience in a school, teacher candidates introduce themselves to the principal and receive permission from the principal and classroom teacher to be present for the instructional experience.

Administrative Approval:

Signature

Date

Dean's Approval

Signature

Date

Date effective_____

Next Review Date: May, 2008, Teacher Education Advisory Board

**College of Menominee Nation
Teacher Education Program**

Policy TE 403

Policy Title: Change of Field Experience Placement

Policy Status: New

Author: Sr. Stephanie Spence in collaboration with Dr. Diana Morris,
Dr. Jerilyn Grignon and Sharon Fredericks

Contact: Dr. Diana Morris or Director of the Education Division

Policy Statement:

The College of Menominee Nation Teacher Education Program or the school may change or terminate the assignment of a teacher candidate or student teacher when it is in the best interest of all involved.

Procedure:

1. This decision is made by the school administrator, the faculty supervisor, the cooperating teacher and the teacher candidate or student teacher. The Director of the Education Division and the faculty member responsible for field experience may also be involved. A conference will be scheduled with the student teacher, supervisor, cooperating teacher and Director of CMN Education Division to discuss a plan of action.
2. The plan of action is based upon the type of difficulty experienced by a student teacher such as instruction, incidences of nonprofessional behavior, problems resulting from a planning deficiency or lack of communication with supervisors, students, teachers or other school personnel. A formal conference will occur within a week of notification. The teacher candidate or the student teacher is responsible for putting together steps for improvement, a timeline or reasons for a change of placement. See the Teacher Education Handbook, page 35.

Administrative Approval:

Signature

Date

Dean's Approval

Signature

Date

Date effective _____

Next Review Date: May, 2008, Teacher Education Advisory Board

**College of Menominee Nation
Teacher Education Program**

Policy TE 404

Policy Title: Legal Liability for Field Experience

Policy Status: New

Author: Sr. Stephanie Spence in collaboration with Dr. Diana Morris,
Dr. Jerilyn Grignon and Sharon Fredericks

Contact: Dr. Diana Morris or Director of the Education Division

Policy Statement:

College of Menominee Nation employees or enrolled students are covered by the CMN's liability insurance when they are involved in activities required in the normal course of field experiences such as classroom observations and student teaching placements under the direction of the Teacher Education Program. (Section 895.46 Wisconsin Statutes). Private liability insurance may be purchased through the student arm of Wisconsin Educators Association.

Procedures:

1. The scope of CMN's insurance coverage is limited to legal and prudent behavior. Illegal activities not covered include, but are not limited to sexual assault, intentional physical abuse or intentional damage to property.
2. CMN does not provide health care insurance for students. Students may purchase health insurance through private insurance or Wisconsin Educational Association.
3. If a teacher candidate or student teacher is injured at a placement site, the site's insurance may cover the medical costs related to the injury if it is determined that the site negligence is a factor in the injury. In the absence of such coverage by the site, it is the responsibility of the student to pay for medical costs.
4. If a teacher candidate or student teacher drives a personal vehicle to and from a placement site, he/she should be aware that CMN insurance will not provide insurance coverage for any claims arising out of the use of a personal vehicle. The teacher candidate or student teacher provides his/her own auto insurance and liability.
5. Teacher candidates or student teachers should not transport any child/student in their personal vehicles, such as students on field trips, etc. during a student teaching assignment.

Administrative Approval:

Signature

Date

Dean's Approval

Signature

Date

Date effective _____

Next Review Date: May, 2008, Teacher Education Advisory Board



College of Menominee Nation
Teacher Education Program



Student Teaching Policies

**College of Menominee Nation
Teacher Education Program**

Policy TE 500

Policy Title: Admission to Student Teaching

Policy Status: New

Author: Sr. Stephanie Spence in collaboration with Dr. Diana Morris,
Dr. Jerilyn Grignon and Sharon Fredericks

Contact: Dr. Diana Morris or Director of the Education Division

Policy Statement:

Upon completion of all required foundations and methods coursework and field experience (practicum courses) a teacher candidate may apply for admission to student teaching. (PI34.15, 5b)

Definitions:

Praxis II: a national standardized assessment of teacher candidates' knowledge of the principles of learning and teaching and curriculum, Instruction and assessment.

Procedures:

1. The application for student teaching is submitted the semester before the student teaching occurs (by the first week in November). The application form is submitted to the Director of the Education Division.
2. Student teaching consists of enrollment in EDU 401 Student Teaching, a semester full time classroom experience with a licensed teacher who serves as mentor and supervisor and enrollment in EDU 402 Student Teaching Seminar. Student teaching is a full day, full time, school-based experience that is supervised by a cooperating teacher and a College of Menominee Nation supervisor. Student teaching does not provide a salary or any monetary stipend.
3. The requirements for admission into student teaching include:
 - a. Formal application by the first week of November,
 - b. Satisfactory or good evaluations from previous field experiences,
 - c. Transcript demonstrating completion of all teacher education course work with cumulative GPA of 3.0 or higher,
 - d. Completion of the pre-student teaching portfolio based upon Wisconsin's ten standards for teacher development and licensure,
 - e. Passing scores on Praxis II,
 - f. Letters of recommendation from each teacher education faculty and cooperating teacher from each field experience (4 letters in all),

- g. A scheduled interview with the Teacher Education Program Admissions committee or sub-committee of this group.
- 4. Transfer students must complete a minimum of 16 credits at College of Menominee Nation before applying for student teaching.
- 5. A formal letter of acceptance from the Director of the Education Division announces to the student teacher candidate that the Admissions Committee has accepted the candidate into student teaching. Announcements of probationary acceptance are made in a personal interview by the Director of the Education Division and a member of the interview team.
- 6. Students requesting an exception to the minimum requirements for student teaching follow the same appeal process as students requesting an exception to the admission process, policy #202

Administrative Approval:

Signature

Date

Dean's Approval

Signature

Date

Date effective_____

Next Review Date: May, 2008, Teacher Education Advisory Board

College of Menominee Nation Teacher Education Program

Policy TE 501

Policy Title: Selection of Cooperating Teachers

Policy Status: New

Author: Sr. Stephanie Spence in collaboration with Dr. Diana Morris,
Dr. Jerilyn Grignon and Sharon Fredericks

Contact: Dr. Diana Morris or Director of the Education Division

Policy Statement:

The selection of cooperating teachers for pre-service field experiences will be a collaborative effort of the faculty member responsible for field experience, the course instructor, the principal of the local school and the teacher who serves as a cooperating teacher. (PI34.15, 5b)

Definitions:

Cooperating teacher: a licensed classroom teacher who provides the daily, on-site supervision and guidance to the student teacher and serves as liaison between the student teacher, students, parents, staff, administration and other teachers in the school.

Field experience: meaningful application of knowledge and theory to the actual instruction and assessment of children's learning in a pre-k/elementary classroom setting.

Procedure:

In addition to the input of faculty members and school principals, suggestions or preferences of teacher candidates will be considered in the student teaching placement. Immediate family members or a teacher candidate children's teacher are not appropriate choices. The criteria for cooperating teachers include:

1. Wisconsin Department of Public Instruction license for the teaching assignment,
2. Minimum of three years of teaching experience, PI34.15 (6),
3. Attendance at a CMN training workshop on supervision of teacher candidates or student teachers provided by the faculty member whose responsibility is field experience.

School administrators will be contacted two months in advance by the faculty member responsible for field experience for placement possibilities. A month before placement, preferences of the teacher candidate regarding school and grade level will be reviewed and definite arrangements will be made for placement with the school administrator.

Arrangements will be made with the teacher candidates to meet the principal and cooperating teachers prior to the placement.

Any teacher candidate absence from a field experience site due to illness or immediate family emergency requires proper notification to the cooperating teacher and the CMN instructor/supervisor. Any absence of over two days is reported as a behavioral alert or warning. Extended absences may require a special arrangement to make-up time or require additional time at the field experience site.

Administrative Approval:

Signature

Date

Dean's Approval

Signature

Date

Date effective _____

Next Review Date: May, 2008, Teacher Education Advisory Board

**College of Menominee Nation
Teacher Education Program**

Policy TE 502

Policy Title: Removal from a Student Teaching Placement

Policy Status: New

Author: Sr. Stephanie Spence in collaboration with Dr. Diana Morris,
Dr. Jerilyn Grignon and Sharon Fredericks

Contact: Dr. Diana Morris or Director of the Education Division

Policy Statement:

A student teacher's withdrawal from an assignment should occur only if the College of Menominee Nation Teacher Education Program needs to remove a student teacher from a particular teaching assignment due to unsatisfactory performance as a student teacher, issues of safety for the students or irreconcilable differences with a cooperating teacher.

Procedures:

The final decision for withdrawal of a student teacher from a placement will be made by the Director of the Education Division. The Director also convenes a conference with the student teacher, cooperating teacher, principal and faculty supervisor and render the decision upon hearing all evidence of concerns.

A student teacher may appeal the decision regarding unsatisfactory performance in writing within a week of the receipt of a written decision. Appeals go to the Dean of Instruction who will convene a meeting of the professional persons involved for a hearing and a member of the Teacher Education Advisory Board. The student teacher is allowed to bring an advocate to the hearing. All local school personnel involved with the student teacher in question are present at the hearing.

Extension of the student teaching assignment may be an option if the issue can be resolved or placement in another assignment. If extension of or removal from an assignment is advisable, the student teacher will be involved in the decision process, provided with documentation and given the opportunity to show evidence of improvement in a timely manner.

Administrative Approval required for new policies:

Signature

Date

Dean's Approval

Signature

Date

Date effective_____

Next Review Date: May, 2008, Teacher Education Advisory Board