

December 15, 2004

MEMORANDUM

TO: Personnel Directors and Principals of Districts and Schools in which
Kennesaw State University Students are placed for Student Teaching

FROM: Vicki McLain, Director
Center for Field Experiences & Partnerships

RE: Early Release of Student Teachers for Employment

Because of the critical need for teachers and numerous requests to release student teachers for employment, I want to clarify our policies and procedures. I would also ask that you share this information with others in your system who have questions about the student teaching time frame.

Student teaching is the capstone experience at Kennesaw State University. Research has repeatedly shown that it is seen as the most valuable pre-service experience. It is the time when theory and practice are synthesized and the student becomes ready to assume the many responsibilities of their own classroom. We have suggested eight to ten weeks of full classroom responsibility during the student teaching experience to provide ample time for this development under the guidance of an experienced practicing professional. Additional weeks allow the student teacher to move into and out of the full-time role and maximize the experience.

KSU enjoys a reputation for producing excellent teachers. We believe that reputation has been earned through maintenance of high standards and expectations for our students. We further believe that to lower those standards would result in a disservice to public school students as well as our own students. While we understand the personnel needs of the systems, we will all benefit in the long run from our students having benefit of the full student teaching experience.

The Professional Standards Commission strongly encourages a complete, full student teaching experience. We can release student teachers no more than a week early to begin employment without comprising our standards or state regulations. KSU certifies to the state that each student completing a teacher preparation program here has had a full student teaching experience. We cannot recommend certification for a student who has been released earlier. To release a student for employment we need a formal request from the employing system and agreement of the collaborating teaching and university supervisor that the student is ready to assume responsibility for their own classroom. The following policies and procedures cover early release of KSU student teachers:

1. **No student teacher will be released more than seven days early from student teaching (Wednesday, April 20, 2005).**
2. **The request for early release must originate from the school district Director of Personnel or other appropriate personnel representative (i.e., Elementary Education Personnel Specialist).**
3. **The request must be agreed to and signed by the Collaborating or Supervising Master Teacher, University Supervisor or Student Teacher Coordinator, Department Chair, and Director, Center for Field Experiences and Partnerships.**

Enclosed you will find early release forms for Spring 2005. Should you wish to request early release of a student, please send the "Early Release from Student Teaching for Employment" form, signed by the Collaborating or Supervising Master Teacher, to the Center of Field Experiences and Partnerships and we will complete it. Directions for submission are on the form.

We believe that working together we can produce excellent teachers to help meet the needs in your district and schools. If you have questions about these policies and/or procedures or if I can assist you in any way, please call.

**EARLY RELEASE FROM STUDENT TEACHING
FOR EMPLOYMENT**

_____ has requested that
School District

_____ be released early from student
Student Teacher

teaching to begin full-time employment on _____
Date

with release from student teaching effective _____
Date

at the end of the school day. _____
Signature of Verifying District Personnel Official – Date

Signature below indicates approval for this early release and agreement that the student has successfully completed student teaching, is receiving full credit for the course, and is ready to begin full-time employment in his/her own classroom.

_____ Approve _____ Disapprove _____
Collaborating Teacher or Supervising Master Teacher-Date

_____ Approve _____ Disapprove _____
University Supervisor or Student Teacher Coordinator-Date

_____ Approve _____ Disapprove _____
Department Chair-Date

_____ Approve _____ Disapprove _____
Director, Center for Field Experiences & Partnerships-Date

The student MUST attend the Ending Seminar at KSU on Friday, April 29, 2005, in University Rooms A-E from 10:00 a.m. – 1:00 p.m.

Please return this form to: Dr. Vicki McLain, Director
Center for Field Experiences & Partnerships
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