



UNIVERSITY OF THE CUMBERLANDS

Student Teaching Policy for Substitute Teaching (AY 2023-24)

- **For student teachers serving two, thirty-five (35) day placements:**
 - Student teachers may serve a maximum of five (5) days per placement as a substitute in the classroom and/or building where they are assigned to student teach.
- **For student teachers serving one, seventy (70) day placement:**
 - Student teachers may serve a maximum of ten (10) days as a substitute in the classroom and/or building where they are assigned to student teach.
- **For all student teachers:**
 - Student teachers may not serve as a substitute within the first ten (10) days they begin a first or second placement.
 - Student teachers may not serve as a substitute during “Spotlight” week (Undergraduate only).
 - Student teachers must report substitute teaching days to their university supervisor, and the university supervisor will report all days to the Director of Student Teaching (or MAT Field/Clinical Director) at the end of the semester.
- **Districts should follow their district policies for substitutes when using student teachers in that role.**

Long-term Substitute Teaching Guidelines

1. Districts must seek approval for long-term substitute teaching assignments. Decisions for long-term substitute teaching will be made on a case-by-case basis. School districts interested in hiring a University of the Cumberland (UC) student teacher for long-term substitute teaching positions must send their request to Ms. Lisa Sibert via email (lisa.sibert@ucumberland.edu). This email should be sent from a school district representative, not the student teacher.
2. Student teachers may only serve as a long-term substitute in the district where they are assigned to student teach. They must also serve in the same building where they were originally placed. For long-term substitute positions, student teachers may only serve in the grade range and content area that matches their certification area at UC.
3. Long-term substitute teaching assignments will be reviewed after the first four (4) weeks to determine if the student teacher may continue in a long-term substitute position.



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4. Student teachers who have more than one thirty-five (35) day placement may need to conduct additional student teaching days at a given grade-level to meet the needs of a student teaching placement while working as a long-term substitute teacher. These decisions will be made on a case-by-case basis.
5. Student teachers in long-term substitute teaching assignments will be required to meet (electronically or in person) once per week with a cooperating teacher. The originally assigned cooperating teacher will be paid a stipend provided by University of the Cumberlands and EPSB.
6. Students teachers in long-term substitute teaching assignments will be required to complete all student teaching requirements, which include being observed by their University Supervisors a minimum of four (4) times during the semester. All assignments for the student teaching course must also be completed by the student teacher. These assignments will be monitored by university personnel to ensure completion.

The above-mentioned guidelines (1-6) will be monitored by UC administrators in the School of Education.

By signing below, the involved parties agree to uphold the guidelines above throughout the duration of the student teaching semester.

Superintendent Signature

Date

Principal Signature

Date

Shannon Deaton

8/24/23

Dean Signature (School of Education, UC)

Date