

October 6, 2009

Dear Principals and Cooperating Teachers;

Based on Michigan Law and Michigan Department of Education Policy, Michigan Technological University has adopted the following guidelines for using student teachers as substitute teachers. Michigan Tech's policy allows student teachers who have State of Michigan substitute teacher permits to substitute teach in the classroom in which they are student teaching up to a maximum of 10 days. The complete policy regarding substitute teaching while student teaching is given below.

Michigan Tech allows student teachers to substitute teach as part of their student teaching experience according to the following criteria/guidelines:

1. Districts and supervising teachers must insure that the quality of mentoring provided to student teachers who are allowed to substitute teach is comparable to that required in our traditional student teaching program.
2. The student teacher should not substitute teach more than 3 days in succession.
3. The total number of substitute days shall not exceed 10 days.
4. The student teacher, cooperating teacher, and school administrator/district must approve of the substitute teaching and notify the Michigan Tech Division of Teacher Education each time he/she teaches as a substitute.
5. An accurate record of the dates and experiences must be kept by the school and be available to the university.
6. The substitute teaching must not conflict with a university supervisor's visit.
7. The student teacher must meet the necessary requirements for substitute teaching by the district and the State of Michigan.
8. Student teachers will be available to cover the teacher's classroom during times when an administrator calls the supervising teacher out of the classroom. This will not be considered substitute teaching by the district.
9. The student teachers should be paid the same as a regular substitute teacher.

If you have any questions or concerns, please contact me at 487-2171 or jturen@mtu.edu

Sincerely,

John Uren
MTU Student Teacher Supervisor