

**College of Education and Professional Studies**  
**University d e s d t**



**General Information**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_









---

203?/11#3+"#1,



---

---





# Office of Field Services Responsibilities

=#/"6,!-/0#/)\*/;,3\*5>/)&+&#3),

¥  
¥

¥  
¥

(300/ 1.3) 6/ )\*/, &32+0&)/0#)\$,4\*833"1,

2"+\*/ > /)&, 3?,(+6# 6+&/1,

5&3+!223&/.'&("6!

\*' #+,(!-,./0&())! 1223&/.'&4(!

(3)&+\*&,l#&&8,(33./0+&#)\$, 7/+\*8/01



# Cooperating Teacher Responsibilities

!

**Partnering School Administrator Responsibilities**

!  
!  
!  
!





Unethical conduct includes, but is not limited to, the following:

- ✖ Falsifying, misrepresenting, omitting, or erroneously reporting professional qualifications, criminal record, or employment history when applying for employment or certification.
- ✖ Falsifying, misrepresenting, omitting, or erroneously reporting information submitted to federal, state, and/or other governmental agencies.
- ✖ Falsifying, misrepresenting, omitting, or erroneously reporting information regarding the evaluation of students and/or personnel.
- ✖ Falsifying, misrepresenting, omitting, or erroneously reporting reasons for absences or leaves.
- ✖ Falsifying, misrepresenting, omitting, or erroneously reporting information submitted in the course of an official inquiry or investigation.

### Standard 3: Unlawful Acts

An educator should abide by federal, state, and local laws and statutes.

Unethical conduct includes, but is not limited to, the commission or conviction of a felony or of any crime involving moral turpitude. As used herein, conviction includes a finding or verdict of guilty, or a plea of *nolo contendere*, regardless of whether an appeal of the conviction has been sought or a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

### Standard 4: Teacher/Student Relationship

An educator should always maintain a professional relationship with all students, both in and outside the classroom.

Ethical conduct includes, but is not limited to, the following:

- ✖ Fulfilling the roles of trusted confidante, mentor, and advocate for students' growth.
- ✖ Nurturing the intellectual, physical, emotional, social, and civic potential of all students.
- ✖ Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement
- ✖ Creating, supporting, and maintaining a challenging learning environment for all students.

Unethical conduct includes, but is not limited to, the following:

- ✖ Committing any act of child abuse or child neglect.
- ✖ Committing any act of cruelty to children or any act of child endangerment.
- ✖ Committing or soliciting any unlawful sexual act.
- ✖ Engaging in harassing behavior on the basis of race, gender, national origin, religion, or disability.
- ✖ S 1 Tf4 (ha)4 (vi)-2 -2 (or )-174 (d )-10 (t)-2 (o)20 EMC j EMC /4 (nt)uig (. )JTJ EMC 93.92 (or )

Standard 5: Alcohol, Drug and Tobacco Use or Possession

An educator should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs.

Ethical conduct includes, but is not limited to, the following:

- ¥ Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice.

Unethical conduct includes, but is not limited to, the following:

- ¥ Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs.
- ¥ Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs\* (Note: This list is not exhaustive and is subject to change without notice.)



with the State Department of Education Teacher Certification Section, must be filed in writing and must include the original signature of the complainant.

Alabama Administrative Code 290-3-2-.05

(1)-5-c Each Superintendent shall submit to the State Superintendent of Education

within ten calendar days of the decision, the name and social security number of each employee holding an Alabama certificate or license who is terminated, or nonrenewed, resigns, or is placed on administrative leave for cause, and shall indicate the reason for such action.

### Disciplinary Action

Disciplinary action shall be defined as the issuance of a reprimand or warning, or the suspension, revocation, or denial of certificates. "Certificate" refers to any teaching, service, or leadership certificate issued by the authority of the Alabama State Department of Education.

Alabama Administrative Code 290-3-2-.05

Td [(29T9 (du) 6 (S) 4 (h) 4 (r) 7 (i) 3 (nt) 2 (e) 4 (nde) 4 (nt) 18 shall beh 4 (ve) 6 (f) 2 (he) 6 (a) 4 (ut) 2 (hor) 0 (tr) 2 (y) 10 (o) 20 (r) 7 (t) 2 (he) 6 (s) 4 (t) 2 (a) 24 (t) 2

# Teacher Education Dispositions

---

"  
"  
"

+05-3417.6(!)!!! ! !

! !

\$34/482200\$30062009\$8 (#) 22(60)16(00)150225/99) / 0154)14500 6.4! / 017834(#)22(\$.)16(0000(\$)-148425-8001580) J. (!/00<<.152\$;\$

---

---

---

---

---

"  
"  
"  
"

---

---







# Disposition Descriptors for Teacher Candidates

---

"  
"  
"  
"  
"  
"  
"

---

"  
"  
"  
+ , - . /0!\$#!, . 02#, !02. 3!, #. /0!\$#!4#2. \$1- ,5!  
"  
"  
"  
"  
"  
"  
"  
"  
"  
"  
"  
"

---

"  
"  
"  
"  
"  
"

---

"  
"  
"  
"  
"  
"  
"  
"  
"  
"

---



!"#\$%&'()\*+,-./:;<=>?@AB CDEFGHIJKLMNOPQRSTUVWXYZ  
 '.,:;<=>?@AB CDEFGHIJKLMNOPQRSTUVWXYZ  
 \$%&'()\*+,-./:;<=>?@AB CDEFGHIJKLMNOPQRSTUVWXYZ  
 #,+4!(1+&6)'.)1#&2) %/%3%7%)

The School Administrator will

- ¥ model the multiple leadership roles of an effective instructional leader;
- ¥ identify Cooperating Teacher(s);
- ¥ assist in understanding school organization - arrange an orientation for the Candidate; and
- ¥ demonstrate ongoing support.

The Cooperating Teacher will

- ¥ model and encourage effective classroom instruction including
  - o planning and preparation
  - o effective teaching and learning by implementing research-based, best practice instruction in all subject areas taught;
  - o effective classroom management and discipline
  - o appropriate, on-going and summative assessment and evaluation;
  - o exemplary professional attitudes, ethics, and behaviors
  - o effective conferencing skills; and
- ¥ meet weekly with the Candidate to reflect on the Candidate's progress;
- ¥ scaffold responsibility through the Gradual Release of Responsibility model; and
- ¥ meet regularly with University Supervisor to discuss Candidate progress and elements of effective mentoring including how to provide constructive feedback.

The University Supervisor will

- ¥ communicate regularly with Cooperating Teacher, School Administrator, and Candidate;
- ¥ regularly visit Candidate in schools;
- ¥ complete appropriate field related documentation; and
- ¥ award grades in consultation with the Cooperating Teacher and School Administrator.

The Candidate will

- ¥ develop professional attitudes and effective interpersonal relationships in the school environment;
- ¥ abide by the philosophy, regulations, policies and standards of behavior and dress of the school (ask the Cooperating Teacher for information concerning these subjects);
- ¥ present themselves as responsible members of the school community and fulfill all obligations in a professional manner;
- ¥ safeguard all personal and confidential information and use it only for professional purposes;
- ¥ follow the school district schedule during internship, the USA schedule during all other field experiences;
- ¥ participate in school functions as directed by the Cooperating Teacher;
- ¥ in anticipation of being absent from school, notify the Cooperating Teacher to obtain prior approval;
- ¥ in case of an illness or emergency requiring an absence from school, notify the Cooperating Teacher as soon as possible and then notify the University Supervisor; and
- ¥ follow all requirements as stated in the accompanying course syllabus.

6+##/171/18. 3919. 0#!,#5+- 35141:101#5!7- ,!7#:9!#; +#,1#3/#5!. 39!130# ,3521+!. ,#19#0. 1:#9!13!/-< ,5#15=:.. 41%

Principal Signature	Date	Candidate Signature	Date
Cooperating Teacher Signature	Date	University Supervisor Signature	Date

