



Statement of Understanding of UNC Student Teaching Placement Requirements, Policies and Procedures

Please initial each area, then sign below. By initialing and signing this form you are indicating that you understand UNC's requirements and accept the policies and procedures regarding applying to student teach listed below:

_____ I have completed the on-line Request for Student Teaching Placement and will submit the checkpoint paperwork by the indicated deadline. This includes completing and submitting any additional on-line applications required by specific districts (for all of my choices where it applies) and/or information needed for an out of state or international placement.

_____ I understand that if I do not pass the PRAXIS (or any test required by your program) by the 2nd Friday of September (for spring student teaching) or 2nd Friday of February (for fall student teaching), I will have to delay my planned student teaching to a different semester until I provide proof of passing the required test(s) (sent via email to the Field Placement Office). The deadlines for submitting the results will be the same as above for the next eligible semester.

_____ I have and will maintain the GPA required by my program to student teach. I understand that if my GPA falls below the requirement, I will have to delay my student teaching to another semester once I meet the requirement.

_____ I understand that all required PTEP courses must be successfully completed prior to student teaching and that no other non-PTEP courses may be taken during student teaching.

_____ I understand that I MAY NOT be placed in a school where a relative works or is a student or in a district where a relative is employed in the District Administration Office. I also understand that secondary candidates may not be placed in a High School they attended.

_____ I understand that placements will be made in the grade level corresponding to the licensure sought and that every effort will be made to honor my placement preferences, however UNC cannot guarantee preferences will be available. (Placements will be provided to all students and are typically confirmed before the end of each semester)

_____ I understand that upon receiving my confirmation via UNC Bear Mail, I will contact my assigned mentor teacher as soon as possible and arrange for a visit to the assigned classroom and school.

_____ I understand that I must register for the appropriate student teaching course and credit hours for my program prior to beginning my student teaching. Registration clearance will be provided via email prior to registration.

_____ I understand that I may be removed from my placement at any time if there are concerns about my professionalism. This may come from my mentor teacher, supervisor and or program coordinator. (This is not common)

_____ I understand that if I have any issues with my mentor teacher or supervisor, I should reach out to my program coordinator immediately so the issue may be resolved.

_____ I understand that my student teaching experience begins the day my mentor teacher reports to work for the appropriate semester **and concludes the Friday before UNC finals week** (minimum of 16 weeks). I may choose to stay in my placement after program requirements are fulfilled as a guest in my host school.

Name (Print Please): _____ Date: _____

Signature: _____