

PROCEDURES FOR UNIVERSITY COORDINATORS

The information included in this section is designed to familiarize university coordinators with the procedures involving expense reimbursement, purchases and various other Student Teaching Office procedures. Questions should be directed to the Student Teaching secretary at 989-774-4411.

Personal Information: The Teacher Education and Professional Development (TEPD) office needs the correct spelling of your name, address, phone, DOB, SS#, etc. This information is necessary in order to process your appointment and prepare payroll. If you change your name and/or address, notify the Student Teaching Office, and also contact Travel/Payroll at 989-774-3481.

Tax exemption: CMU is a tax-exempt organization. You should not be required to pay state sales tax on any work-related purchases. The tax-exempt number is 38-79-0073K.

Meals: Per CMU policy, meals will only be reimbursed in the event of an overnight stay for consecutive meetings on campus.

Purchases: Do not order or purchase any items without first coordinating with the Student Teaching secretary. Each order that is placed must conform to CMU Purchasing Department requirements including paperwork and authorization. More costly items will be considered based on the budget for the fiscal year. **Unapproved items or items bought without pre-approval will not be reimbursed.**

Postage Stamps: Stamps are available from the Student Teaching secretary in EHS 421. Bulk mailings or mailing of multiple copies of correspondence should be done through the on-campus office if at all possible.

Reimbursement Forms: **It is required that all reimbursement forms be submitted on a monthly basis.** This helps to track our costs for budget purposes. Make sure that any receipt turned in for reimbursement is an original. Please contact the Student Teaching secretary with any questions concerning reimbursement.

Mileage: All tenure, tenure-track, and adjunct professors who are otherwise known as university coordinators, will be reimbursed for mileage when using their personal vehicles for activities directly related to the placing, observing and evaluating of student teachers.

University coordinators should make every attempt to contain mileage costs by grouping two or more student teachers in the same building and four or more in the same district whenever possible. In addition, the university coordinators should attempt to be efficient when driving to campus for job responsibilities and/or activities related to Student Teaching.

The mileage along with other expenses, i.e. phone, supplies, must be submitted on a monthly basis on the proper university forms and in the proper format.

Cell Phones: Cell phone expenditures accrued by university coordinators will be reimbursed in the following manner:

The new CMU cell phone policy states that all cell phone reimbursements will be taxed as compensation effective as of July 1, 2008. University Coordinators who are center leaders and opt for the reimbursement for a personal plan, will see the 45.49 on their pay stub.

Other tenure and tenure track faculty who are university coordinators and do not have an office on-campus or an official off-campus facility are eligible for the same reimbursement options as the center leaders. The reimbursement will be prorated on a percentage basis where a full-load (100%) is equal to 18 student teachers.

Adjunct university coordinators will not be reimbursed for cell phone use.

All cell phone reimbursements will be reimbursed for a 10-month period. There will be no cell phone reimbursements for June and July.

Internet Connection: Full-time tenure, and tenure track university coordinators, who do not have an office on-campus or an official off-campus facility, are eligible to receive reimbursement for an internet connection at a rate of \$20.00 per month.

No other university coordinators are eligible for internet connection reimbursement at this time.

Land Lines and Fax Lines: Expenses for land lines and fax lines will not be reimbursed.

Overnight Stays: Tenure and tenure-track university coordinators may be reimbursed for an overnight stay in Mount Pleasant if they live 70 or more miles away from campus and are required to attend meetings on-campus in Mount Pleasant on two consecutive days. The overnight stays must have prior approval by the Director of Student Teaching or the expense will not be honored.

Supplies: Teaching supplies and center materials will be reimbursed if prior approval is granted from the Director of Student Teaching or the Director's secretary. Prior approval is required because the supplies are often available on campus and can be provided at a lower cost.

Copying: For student teaching related work that requires typing, copying, word processing, collating, etc., plan ahead and complete a work request form and give the request to the Student Teaching secretary for processing. Remember: copying of copyrighted materials is prohibited unless you have written permission from the copyright holder.

District Agreements: Each school district in which students are placed for student teaching must have a current agreement on file in the Student Teaching secretary's office. If the school district does not have an agreement, please let the Student Teaching secretary know and she will initiate the agreement process with the district.

Cooperating Teacher Information: This data is required for program documentation. A blank form can be found in the *Student Teaching Handbook*. Each teacher will need a copy of the form if there is not one currently on file. These need to be completed by the fourth week of the semester and should be returned to the Student Teaching secretary.

Placement Information: Please turn in all placement information for your students to the Student Teaching secretary as early in the application process as possible. Any changes or updates throughout the semester should also be turned in. This information must be as accurate as possible and should include: district, school name, teacher name, grade level and subject(s). Please include all information for each placement the student teacher may have.

Posting of Grades: University coordinators are responsible for posting grades each semester. If you have questions about posting grades, contact Lori Moon at 989-774-4410.

Student Teacher Evaluations: The student teaching final evaluation is available only on-line. The student teacher must initiate the process by accessing the final evaluation from the TEPD website and completing his/her portion of the final evaluation. Once this portion has been completed, the student teacher electronically submits the final evaluation to the cooperating teacher's email. The cooperating teacher opens the final evaluation and completes the evaluation portion on the student teacher. As soon as the cooperating teacher has completed that portion, the cooperating teacher electronically submits the final evaluation to the student teacher's University Coordinator. The University Coordinator completes the final evaluation with his/her comments and submits the completed, final evaluation. The student teacher will receive, via email, an electronic copy of the final evaluation with the option to also print a copy. Printed copies are no longer required for the student's file on campus. Electronic copies of all final evaluations are housed on a server for immediate access.

Tuition Refund: For detailed information concerning the tuition refund policy, please check the TEPD website: www.tepd.cmich.edu under "Centers and Services" and then click on the "Tuition Refunds" link.

Seminars: Please inform your student teachers of seminar dates, times and locations. Students should also be advised of your seminar cancellation policy (for inclement weather). A copy of this information should be sent to the Student Teaching office at the beginning of each semester so the student teaching staff will be able to help with student requests for information. This must be completed within two weeks of the start of the new semester.

Observational Data: A copy of each observation form should be submitted in a timely manner for inclusion into the student's documentation folder. All observation forms must be submitted with student grades at the end of the semester, but submitting the forms periodically throughout the semester helps to even out the student teaching staff workload, and is appreciated.

Subject Matter Supervision: There may be some departments that provide visits by a subject matter specialist in a secondary student's major subject area. The individual subject matter specialist will contact the student to arrange visits during the semester.