

**Central Michigan University**  
**Center for Clinical Experiences**  
**Policy for Substitute Teaching and Early Release from Student Teaching**

**Substitute Teaching during Student Teaching**

Student teachers are not required to accept a substitute teaching position during their clinical experience. However, when given the opportunity to substitute teach in the classroom or building to which the student teacher is assigned, the student teacher should consider accepting the assignment and use it as an experience in career development. In all situations in which the school administration asks the student teacher to substitute teach and the request is accepted, the CMU student teacher should be properly compensated for the substitute teaching work.

The substitute teacher policy outlined below is a general policy to meet the needs of both the P-12 school district and the CMU student teacher. If a unique substitute teaching position should occur in a P-12 school district, the Director of Clinical Experiences will work with the administration to attempt to meet the needs of the school district and maintain the goals of the CMU clinical experience.

**Substitute Teaching Policy**

Teacher Candidates in EDU 458 and SPE 456/458 may be employed by the P-12 school district to which they are assigned as a substitute teacher during student teaching under the following conditions:

1. The student teacher has completed the required P-12 district paperwork for employment.
2. The **General Education** student teachers may substitute teach in their assigned classroom(s) for a total of 5 days during weeks 1-5 of the semester. The same student teacher may substitute teach in his/her assigned building for a total of 10 additional days beginning week 6 of the semester unless other arrangements are made with the Director of Clinical Experiences due to extenuating circumstances.
3. The **Special Education** student teachers may substitute in their assigned classroom for a total of 5 days during weeks 1-8 of the semester. The same student teacher may substitute teach in his/her assigned building for an additional 10 days beginning week 9 unless other arrangements are made with the Director of Clinical Experiences due to extenuating circumstances.
4. The student teacher will notify his/her assigned University Coordinator in writing in advance when employed as a substitute teacher.
5. The student teacher will not be absent from the EDU 432 seminar course to substitute teach unless approved in advance by the seminar instructor.

**Early Release for Student Teachers**

Teacher Candidates in their final semester of student teaching may receive an early release for employment as a long-term substitute teacher after completing 12 weeks of student teaching. The Director of Clinical Experiences will work with the building principal, university coordinator, and student teacher when considering extenuating circumstances or unique opportunities related to substitute teaching assignments. The Director of Clinical Experiences will consider approval after reviewing the following:

1. The student teacher has been offered a long-term substitute teaching position from a P-12 school district to begin during the week 13 through 16 of student teacher's clinical assignment.
2. The student teacher received a "proficient" or "distinguished" rating from the cooperating teacher on the mid-semester evaluation.
3. Written statement from the student teacher's assigned university coordinator that the student teacher has developed a plan to complete the required observations, evaluation and MDE surveys by the end of the semester. All university work must be completed by the end of the semester.