

# Central Michigan University

## Guidelines for Practice Teaching Out-of-State (Inter-Institutional)

A student wishing to request an Out-of-State student teaching placement must contact the Center for Clinical Experiences (CCE) to be assigned to the Out-of-State University Coordinator who will guide the student through the process. Most often the student teacher knows they are going to need an out-of-state placement because of where their parents or a relative are living at the time of their student teaching semester. The sooner the student makes the CCE aware of their plans the sooner the process can begin.

- 1) The student teacher will initially locate and contact a college or university in the state and area where they want to Practice Teach. This institution must have a teacher education program that is available in the area where the student teaching will take place. The host university/college must be willing to
  - a. observe and provide feedback at least 4 times and preferably 6 times,
  - b. find the student teacher a field placement for 14 to 16 weeks of student teaching, depending on the start date,
  - c. provide a seminar during the student teaching field experience, if not available the seminar will be online through CMU
- 2) In addition, CMU requires that the student will:
  - a. pay the student teaching tuition fees associated with the field experience at CMU (13 hours)
  - b. register for student teaching at CMU through the regular electronic Student Teaching Application in the semester prior to the semester the student plans to student teach,
  - c. complete the practice teaching requirements for all CMU student teachers, this includes the e-portfolio, MDE survey, and other requirements determined by the teacher education program at CMU.
- 3) The student will pay a guest fee to the host university. This is an additional fee and will be paid directly by the student to the host school. CMU does not pay this fee. This fee may be as low as \$500 and has not been higher than \$1,500.
- 4) The student teacher is expected to have a computer and internet access during the out-of-state placement. In addition, the student will be expected to maintain email communication with the CMU Out-of-State coordinator and is expected to submit all assignments electronically to CMU.
- 5) The student must submit information and forms to the Out-of-State Coordinator in addition to the Student Teaching Application before their placement in another state can be processed.
- 6) The Out-of-State Coordinator will confirm the placement and work with the guest university to coordinate the placement.

The current Out-of-State Coordinator is Dr. Karen Edwards ([edwar2kl@cmich.edu](mailto:edwar2kl@cmich.edu)) 231-218-9678