



California University of Pennsylvania

POLICY: Request to Student Teach Outside California University's Service Area

A. Purpose & Scope:

To define the policy to request a student teaching assignment outside the university's service area.

B. Definition(s):

California University's service area – a fifty mile radius from the university and within the Commonwealth

C. Policy:

Requests to student teach outside of California University's service area must be submitted in writing by September 30 for a spring student teaching assignment or by March 30 for a fall student teaching assignment. Consideration of these placements may be granted for documented family hardship, to participate in an urban experience, overseas experience, or if student teaching is part of an online program. All requests are reviewed on a case-by-case basis by the Director of Student Teaching in consultation with the Department Chairperson.

D. Procedure(s):

The prospective student teacher completes the "Request to Student Teach Outside California University's Service Area" form. The form is signed by the student and then approved by the Department Chairperson or his/her designee. The approved form is sent to the Director of Student Teaching who will meet with the prospective student teacher to discuss the details of the request.

If the out-of-area placement is near another PASSHE university that has an equivalent certification program, the Director of Student Teaching may ask the other PASSHE university to host the Cal U student as a visiting student teacher. If they are amenable, the student would need to then complete the "Application for Students Taking Distance Education Courses at Other PA State System Universities" This form must be approved by the Department Chairperson, Dean/Designee, and university Registrar.

If the out-of-area placement is not near another PASSHE university, considerations for supervision would need to be decided by Director of Student Teaching in consultation with the Dean and Department Chairperson

E. Effective date: Unknown

Updated date: December 9, 2010

REQUEST TO STUDENT TEACH OUTSIDE CALIFORNIA UNIVERSITY'S SERVICE AREA

DIRECTIONS: Complete the form below and present it to the Director of Student Teaching who will then consult with the appropriate Department Chairperson.

I am requesting to teach beyond the California University service area because of **one** of the following reasons:

- Urban Experience in Philadelphia Overseas
 Through an online program Family Hardship
 Other: _____

Name	
ID Number	
Email	
Street	
City	
State	
Zip	
Major/specialization	
Location desired for student teaching:	
Reason for request: NOTE: Requests will be granted only if a family emergency requiring the student's presence in the family home exists. Financial difficulties are not acceptable grounds unless documented by a social agency in the family's community.	

*Complete by September 30 for Spring student teaching assignment or by March 30 for Fall student teaching assignment.

I have completed this request and understand that I am responsible for the completion of all student teaching assignments.

Date

Student

We have reviewed and discussed this request and confirm that it is approved according to the guidelines set forth.

Date

Department Chairperson

To be filled out by the Director of Student Teaching:

What university will the student teaching experience be offered?

PASSHE University Non-system University

At which university will tuition and fees be processed? _____

Will student receive or apply for financial aid? Yes No

Is Dual Registration needed? Yes No

Only Pass/Fail is accepted for Student Teaching? Yes No

Is the Visiting Student Form approved? Yes No

Does an adjunct Professor need contracted? Yes No

Does a new section need to be added? Yes No

Is PSEA membership insurance coverage applied for this experience? Yes No

Date

Director of Student Teaching