



Teacher Preparation and Support
 Student Teaching Program
 (858) 256-2710

School Sites might be contacted directly by universities or individual students for opportunities to observe or volunteer for hours to complete undergraduate degree requirements or pre-student teaching hours. These are considered Non-Student Teaching Requests and should be approved through the site administrator. If a request for an MOU is sent with this type of request for placement, please contact Heather Harris, hharris@sandi.net and decline the request of the university or organization.

Non Student Teaching Requests for Placement
<p>Terms for Types of Requests</p> <p>Different universities have different terms, this is not a comprehensive list</p> <ul style="list-style-type: none"> ○ Observation ○ Practicum Hours ○ Field Work Hours ○ Apprentice (teach a lesson or series of lessons)
<p>Contact: School Site Administrator</p> <p>College/University and/or individual student can contact the school site directly with request</p> <ul style="list-style-type: none"> ● All requests for non-student teaching school site visits will need Site Administrator approval ● Administrator identifies teacher volunteer who wants to host visitor ● Students may or may not be enrolled in a district partner College/University ● Students <u>CANNOT</u> be from an international university or college outside of the United States of America
<p>Site volunteer process</p> <p>Site is responsible to follow AP 4935 Site Volunteer Process to ensure the safety of children</p> <ul style="list-style-type: none"> ● The individual will be on site multiple hours/days, beyond a single observation ● Site Volunteer Process must be completed prior to student starting his/her visits at the school site <ul style="list-style-type: none"> ○ School Volunteer Application ○ Documentation of clear TB test ○ Megan's Law database check at site
<p>Supervision</p> <p>Identified by the Site Administrator</p> <ul style="list-style-type: none"> ● Student visitors must be supervised by a fully credentialed staff member whenever on campus and with children ● Any school site teacher or staff the administrator approves may host, no minimum requirements
<p>Placement process</p> <p>Does not go through Teacher Preparation and Support with request or placement</p> <ul style="list-style-type: none"> ● Site Administrator identifies host teacher ● Any staff on campus with a credential (preliminary or clear), no other requirements or training required