University of Michigan-Ann Arbor
School of Education, Teacher Education Programs

Policy on Substitute Teaching by Student Teachers

As of September 1, 1999, teacher preparation institutions in Michigan are authorized to permit student teachers to be employed as substitute teachers as long as the quality of the student teachers’ education is not adversely affected. Teacher preparation institutions that wish to take advantage of this provision are responsible for establishing the criteria under which student teachers may be employed as substitutes. The appointment of substitute teachers is the responsibility of school districts.

The policy and criteria in this document apply to all University of Michigan-Ann Arbor teacher certification programs. The conditions apply to students who have been approved for student teaching, during the semester(s) in which they are registered for student teaching, from the first day on which the student teacher reports to the school to student teach through the designated final day of student teaching. Questions about this policy should be directed to the Assistant Director, Beth Grzelak, at bgrzelak@umich.edu or (734) 615-1529.

Substitute teaching may be consonant with student teachers’ responsibilities in the teacher preparation program under the conditions specified in this policy.

The student teacher is in the final stages of a program of professional preparation. Student teachers’ learning and satisfactory progress within the program are the University’s responsibility and its first priority. The University will not permit any individual student teacher to be employed as a substitute if, in its judgment, such employment will or is likely to interfere with the student teacher’s education.

If a student teacher is employed as a substitute teacher by a school district, the district’s purposes are being served. When the district employs a student teacher as a substitute, the district assumes liability, workers compensation, and all other responsibilities for the student teacher as a temporary employee of the district. Student teachers wishing and approved to substitute teach must comply with all applicable policies and procedures of the district.

Student teachers will be permitted to substitute teach under the following conditions and limits.

1. The student teacher has successfully completed ten (10) full weeks of student teaching.

2. The student teacher is making satisfactory progress towards completion of the program and recommendation for certification.

3. The student teacher freely and voluntarily agrees to substitute, on each occasion.

4. The cooperating teacher judges that the substituting will be in the interests of his/her students.
5. The university field instructor judges that conditions 1 and 2 have been met and that substitute teaching can be a beneficial experience for the student teacher.

6. The principal or other designated building administrator approves.

7. The student teacher may substitute only for her/his cooperating teacher.

8. Substituting shall not interfere with the student teacher’s other responsibilities, including attendance at required courses and seminars, advising sessions with the field instructor, etc.

9. Substitute teaching shall be limited to a maximum of 2 days per week. Any additional days must be approved by the coordinator of the program.

10. As part of the student teacher’s professional education, cooperating teachers may decide, and are encouraged, to leave a student teacher alone in charge of the students, for limited periods of time, with appropriate provisions for monitoring and support. During such times, even though the cooperating teacher is not physically present in the classroom, s/he is maintaining both a proximity to the classroom and a substantive awareness of classroom activities, for which s/he remains responsible. Such periods are not to be construed as substitute teaching.

11. Student teachers wishing to be approved for substitute teaching must complete the “Approval for Substitute Teaching by a Student Teacher” form and submit it to the Teacher Education Office before any substituting occurs. The conditions agreed to in the form and specified in this policy are understood to apply both at the time of initial approval to substitute teach and at each successive occasion.
University of Michigan-Ann Arbor Teacher Education Programs

Substitute Teaching By A Student Teacher Form

Student Teacher’s Name: ____________________________ Date: ______________

Student Teacher’s Phone: ______________ Email Address: __________________

Before any substitute teaching occurs, this form must be on file in:

Teacher Education Office
The University of Michigan
610 E. University, Room 1228 SEB
Ann Arbor, MI 48109
Attn:  Sara Constant (Undergrad Elem)
       Kathryn Young (Undergrad Sec)
       Patricia Kenney (MAC)
       Teresa McMahon (El MAC)

The undersigned agree that the following conditions have been met:

a) The student teacher judges that s/he is prepared to accept the responsibility of serving as a substitute teacher and freely chooses to serve in this capacity;

b) The cooperating teacher determines that the needs and interests of her/his students will be served;

c) The university’s field instructor determines that the student teacher is making satisfactory progress in the teacher education program, including in her/his required coursework, and that student teaching is likely to be a beneficial experience for the student teacher; and

d) The student teacher has been qualified and accepted as a substitute teacher in accordance with the school district’s policies and procedures.

The student and cooperating teachers further agree that the following conditions will be met:

e) The substitute teaching does not interfere with the student teacher’s attendance at University of Michigan courses in which s/he is enrolled or with the completion of assigned work in or related to those courses; and

f) The cooperating teacher’s principal will be informed in advance that the student teacher may or will serve as the cooperating teacher’s substitute.

_________________________________________________  ________________________________
Student Teacher’s signature Coordinating Teacher’s signature

_________________________________________________
Field Instructor’s signature

_________________________________________________
School Administrator’s signature

For Office Use Only:
Date Submitted ____________________________

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