

## **Substitute Teaching by Student Teachers**

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 teaching interns 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 relevant clinical experiences coordinator.

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:

- The student teacher has successfully completed ten (10) full weeks of student teaching or has completed one full semester as a practicum student in the same classroom.
- The student teacher is making satisfactory progress towards completion of the program and recommendation for certification.
- The student teacher freely and voluntarily agrees to substitute (i.e., does not feel coerced), on each occasion.
- The mentor teacher judges that the substituting will be in the interests of his/her students
- 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.
- The principal or other designated building administrator approves.
- The student teacher may substitute only for her/his mentor teacher. The field instructor should be notified, in advance, of each substitute teaching by the intern.

- 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.
- Substitute teaching shall be limited to a maximum of 2 days per week. Any additional days must be approved by the administrator of the program.
- 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. In addition, the student teacher must go through the district processes to become an employee of the district in the role of substitute teacher. Both the form and the hiring process must be completed in order for the student teacher to take on a full day of substitute teaching while the mentor teacher is away.

See Form "Substitute Teaching by a Student Teacher" at the end of the program policy handbook. 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.

**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 Ave., Room 1228 SEB  
Ann Arbor, MI 48109  
Attn: Meri Tenney Muirhead (Undergrad Elem and ELMAC)  
Kevin Hankinson (Undergrad Secondary and Secondary 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 mentor 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 mentor 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 mentor 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

\_\_\_\_\_  
Mentor Teacher's signature

\_\_\_\_\_  
Field Instructor's signature

\_\_\_\_\_  
School Administrator's signature

For Office Use Only: Date Submitted _____
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