

## **POLICIES AND PROCEDURES**

### **A. Registration**

A student participating in a professional internship must be registered with the Office of the Registrar using Kean Wise or One-Stop Service.

1. A student is to check the online registration bulletin for the correct course and section number to register for his/her field experience and to receive transcript credit. **It is the student's responsibility to contact his/her program advisor to obtain a petition in order to register for the internship.**
2. It is the student's responsibility to pay his/her tuition bill on time or contact student accounting if a tuition and fees bill is not received prior to the start date of the semester of field experience.
3. **A student enrolled in a professional internship may register for only one additional course for the semester in which the professional internship is performed.**

### **B. State of New Jersey Requirements for Educators**

#### **1. Mantoux Test (Required)**

A candidate is required to have negative test results for the Mantoux (Tuberculin) Test before s/he enters the assigned school for the Professional Internship experience. The results must be no more than six (6) months old and be submitted to the school nurse on the first day of the experience. A student with a positive reaction to the Mantoux test must comply with the State's follow-up procedures (including chest x-ray and medical evaluation) by submitting a physician's report.

#### **2. Reporting Child Abuse in New Jersey (Required)**

A pre-service teacher should check with his/her cooperating teacher to learn the reporting procedures of the school district to which he/she has been assigned.

New Jersey law states: Any person having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse shall report the same immediately to DCF's Child Protection and Permanency (CP&P) by telephone or otherwise. Such reports, where possible, shall contain the names and addresses of the child and his parent, guardian, or other person having custody and control of the child and, if known, the child's age, the nature and possible extent of the child's injuries, abuse or maltreatment, including any evidence of previous injuries, abuse or maltreatment, and any other information that the person believes may be helpful with respect to the child abuse and the identity of the perpetrator.

A person who reports or causes to report in good faith an allegation of child abuse or neglect pursuant to section 3 of P.L.1971, c. 437 (C. 9:6-8.10) and as a result thereof is discharged from employment or in any manner discriminated against with respect to compensation, hire, tenure or terms, conditions or privileges of employment, may file a cause of action for appropriate relief in the family part of the Chancery Division of the Superior Court in the county in which the discharge or alleged discrimination occurred or in the county of the person's primary residence.

If the court finds that the person was discharged or discriminated against as a result of the person's reporting an allegation of child abuse or neglect, the court may grant reinstatement of employment with back pay or other legal or equitable relief.

### **3. Criminal History Background Check**

Since 1986, the New Jersey State Department of Education requires all new employees to be fingerprinted and undergo a criminal history background check.

A student teacher is not an employee of the school district where he/she completes the field experience; however, a district may require a student intern to provide assurance that he/she has not been convicted of any disqualifying offense. (See #4 below.)

Some local school districts, in order to ensure themselves and the public that a student intern has not been convicted of a disqualifying offense, may require the intern to submit, have notarized, and keep in their records, the second part of the "Application Authorization and Certification Form" which provides this assurance.

All College of Education students are strongly recommended to seek a substitute teaching certificate as soon as they have earned 60 credits and proof of a clean criminal background history. In accordance with the NJ Department of Education, school districts that require students to obtain a New Jersey Substitute Certification must place those students on their approved substitute teacher list.

### **4. Disqualifying Offenses**

As required by New Jersey law, the State of New Jersey, Department of Education will not issue a teaching certificate, in most cases, to anyone with a criminal history of certain disqualifying offenses. Similarly, New Jersey facilities, centers, schools, and school systems under the supervision of the Department of Education are barred from employing such individuals in positions which involve regular contact with pupils under the age of 18.

A conviction or charges pending for any of the following crimes or offenses may preclude a student from participation in field experiences (introductory, pre-professional and professional internship) and placement in school districts/agencies.

These disqualifying crimes/offenses include:

- ◆ Any crime of the first or second degree;
- ◆ Any crime involving sexual offense or child molestation;
- ◆ An offense involving the manufacture, transportation, sale, possession, distribution or habitual use of a drug or any violation involving drug paraphernalia;
- ◆ Any crime involving the use or force or the threat of force to or upon a person or property, including, but not limited to, robbery, aggravated assault, stalking, kidnapping, arson, manslaughter and murder;
- ◆ Any crime of possessing a weapon;
- ◆ A third degree crime of theft or a related offense;
- ◆ An offense of recklessly endangering another person, terroristic threats, criminal restraint, luring or enticing a child into a motor vehicle, or isolated structure;
- ◆ An offense of causing or risking widespread injury or damage;
- ◆ Any crime of criminal mischief, burglary, usury, threats or other improper influences, perjury and false swearing, resisting arrest, or escape;
- ◆ Any conspiracy to commit or attempt to commit any of the crimes described above.

Any student who believes that he or she may have been convicted of or have charges pending for any of the above crimes/offenses should contact his/her program coordinator and the College of Education immediately.

### C. Calendar and Schedule

1. The clinical practice calendar for each semester is developed by the College of Education in conjunction with university faculty. This calendar will be included with general information distributed to the clinical practice component triad: the student, the cooperating teacher, and the clinical supervisor.
2. A clinical intern is required to be in the school and under direct supervision for the designated period of time and for the preparatory periods before and after school. **The student is to follow the cooperating teacher's daily schedule.**
3. The field student shall be under the direct and continuous personal supervision of an appropriately certified cooperating teacher. A clinical intern is expected to be under supervision at all times and is not to be left alone in the classroom with students.
4. A clinical intern will follow the calendar of the school to which he/she is assigned and only observe those vacations and holidays.

### D. Attendance

1. A clinical intern has an obligation to be consistent and punctual in attendance. This applies to two areas:

- a. School-related Activities

A student is to be in the assigned school at the time designated by the cooperating teacher and principal. He/she is to remain at the school for the time and duration as specified by the Kean University clinical supervisor. Most districts require interns to be at the school approximately 15-20 minutes before the first bell and to stay 15-20 minutes after the last bell. A student should consider travel time to the placement site also in order to arrive at the designated time.

The clinical intern is expected to be present for all assigned days in the schools. No absences will be allowed except for illness or death in the immediate family. If a student must miss days due to reasons cited, all days and work must be made up. The cooperating teacher and clinical supervisor will determine how the clinical intern can make up the work.

If a clinical intern has children, their childcare and/or transportation to and from their schools during the internship is the student's responsibility. The pre-service teacher must handle these needs in the same manner as if he/she were employed by the placement district and allot a sufficient amount of time to arrive at school at the designated time.

- b. University-related Activities

At specified times during the semester, a clinical intern may be required to participate in conferences and meetings with Kean University faculty members.

Attendance at these activities is required. These meetings may be held during the teaching day or in the afternoon or evening.

2. In case of excessive absences, the clinical intern may be removed from the placement.
3. Absence for part of a day counts as one absence.
4. If a student is absent, he/she is to call the office of the cooperating school as soon as it opens, contact the cooperating teacher, and then call the clinical supervisor.
5. It is expected that the clinical intern will not participate in any employment, activity, or university functions which interfere with the responsibilities and requirements of the professional experience.

#### **E. Reporting an Accident/Incident**

If an accident or incident related to an intern's health occurs during a field experience semester, it is the student's legal obligation to:

1. Notify the school/district where injury happened.
2. Notify in person Kean University Health Services as soon as possible following the incident or accident so that an Incident/Accident Report Form can be completed. The phone number for Health Services is [908-737-4880](tel:908-737-4880).
3. Completed **INCIDENT/ACCIDENT REPORT FORM** must be filed within ninety (90) days of the **INCIDENT/ACCIDENT** with Student Health Services at Kean University.

**Additional Information Available at [www.kean.edu/KU/offices/health-service](http://www.kean.edu/KU/offices/health-service)**

Insurance Requirements for Students: The Federal Patient Protection and Affordability Care Act (PPACA) requires that all citizens must maintain insurance coverage. Therefore, it is expected that all students enrolled at Kean University will be covered by and will maintain a health insurance plan.

**As of the Fall 2016 term, Kean University will no longer offer a student health insurance plan.**

Residential and international students along with student athletes will continue to be required to submit proof of insurance to the University.

The passing of New Jersey Statute 18A:62-15 no longer requires New Jersey colleges and universities to ensure that students are covered by health insurance policies. It was the intention of the Legislator and the Governor to enable students to select their own health plans rather than have plans selected by the University. For more information about submitting proof of insurance and insurance requirements, please visit:

**[www.kean.edu/offices/health-services/health-insurance](http://www.kean.edu/offices/health-services/health-insurance)**

#### **F. Accommodations Policy**

Kean University will make reasonable accommodations for persons with documented disabilities,

who are registered with the Office of Disability Services. Students need to contact the Office of Disability Services, the clinical supervisor, and professors for all classes as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. Communication between students, the Office of Disability Services, the Director, and professors will be strictly confidential. For additional information, please contact the Office of Disability Services, Downs Hall 122, 908-737-4910 or [disabilityservices@kean.edu](mailto:disabilityservices@kean.edu).

#### **G. Snow or Inclement Weather**

A student's responsibilities for attendance are the same as those for a professional teacher. Schedules are developed to meet requirements of Kean University. Therefore, days missed due to weather problems must be made up by university students.

The student should become familiar with the school/district's notification procedures for closing. On days when the weather is questionable, the clinical intern should check the district's website and/or listen to the local radio station to find out about school closings. Please do not call the school for the information. Announcements are generally available on the web, TV and radio stations by 6:30 A.M.

Most schools have planned for the possibility of make-up days and have already designated specific days for make-up. Some days may be those scheduled as teacher workdays or a spring break. Students should check the district schedule.

#### **H. Absence of Cooperating Teacher**

In the event that the cooperating teacher is unable to perform the supervisory and mentoring functions, the clinical intern will be reassigned. The principal, clinical supervisor, and the College of Education staff will determine whether the student will be reassigned in the same school or moved to another setting. The teacher candidate shall be under the direct and continuous personal supervision of an appropriately certified cooperating teacher.

#### **I. Substitute Teaching**

Kean University does not permit a student to be used as a substitute teacher while completing his/her professional internship. When a cooperating teacher is absent, it is expected that the school or district will hire a substitute teacher. A clinical intern is not to be left alone in the classroom with students.

However, the University strongly recommends that students obtain their county substitute certification as soon as they have earned the required 60 credits. Substitute teaching allows students the opportunity to gain valuable experience at varying grade levels and in many different subject areas. A valid NJ State Substitute Certificate, while providing proof of a clean criminal background history, is also an important bridge to obtaining a teaching position after graduation and prior to receiving the standard teaching license from the state. A student may substitute teach only on the days he/she is not assigned to student teach, i.e. before schools close at the end of a semester.

#### **J. Strike Threatened at the Site of the Field Experience**

In the event that the school or district to which the clinical intern is assigned is subject to any

serious conflict or dispute between the teachers' association and the Board of Education, the professional intern should occupy a position of neutrality, which means:

1. The situation that affects the clinical internship is to be reported to the university supervisor and the College of Education, Hennings Hall 443, (908) 737-3750.
2. The clinical intern is not to cross a picket line or participate in a job action.

#### **K. Supervision**

1. The clinical internship experience is a supervised experience.
2. The College of Education assigns a clinical supervisor to mentor each student during the experience.
3. There will be a minimum of eight on-site observations. The edTPA requires a videotaped submission directly to Pearson.
  - a) Formal observation reports that are to be completed, signed and submitted include a minimum of six narrative reports, one midterm evaluation, and one final evaluation.
  - b) For a two-part professional internship experience the following is suggested:
    - 1<sup>st</sup> half - observation reports to be completed, signed and submitted include a minimum three narrative reports, one midterm evaluation, and one final evaluation.
    - 2<sup>nd</sup> half - observation reports to be completed, signed and submitted include a minimum of three narrative reports, one midterm evaluation, and one final evaluation.
  - c) A clinical supervisor is expected to spend a minimum of fifteen (15) contact hours supervising/observing/mentoring a clinical intern each semester.
  - d) Supervisory reports are to be submitted either by electronic transfer or in paper form.
4. For the purpose of evaluation, the clinical intern should be viewed as an emerging professional, a work-in-progress and evaluated by standards appropriate to a developing educator.

#### **L. Removal from Internship Placement**

1. Removal from a clinical practice internship may be initiated by a school district administrator, cooperating teacher or clinical supervisor.
2. If a teacher candidate is removed from his/her placement, the student will be required to withdraw from the clinical internship for that semester. The student will not have the opportunity to be placed again in the field in the same semester. Withdrawal from the clinical internship and/or its co-requisite(s) remains the responsibility of the student.

Specific guidelines and procedures for withdrawal are outlined in the university course bulletin. A refund determination by the Registrar for the semester in question will be made consistent with the established University/Refund Policy found online in the university course bulletin. A student who has been removed from a placement will be required to meet all recommended interventions determined by his/her program advisor prior to a second and final placement opportunity.

3. Instructions to repeat the clinical practice internship are delineated in Section O below. If removal from the placement is the result of unethical conduct, criminal activity or extreme incompetence in performing the requirements of the experience, the student may be denied a second opportunity for placement.
4. A student who graduates from any program of Kean University College of Education without certification and returns to any post-baccalaureate program is also governed by this policy.

#### **M. Leave of Absence: Medical or Personal Reasons**

Students who must leave the University temporarily either for medical or personal reasons must request a leave of absence. Medical leaves are processed by the Office of Health Services, Downs Hall 126, 908-737-4880; personal leaves are processed by the Counseling Center, Downs Hall 127, 908-737-4850.

Students who request a leave of absence after a semester has begun are to do so no later than one week past mid-semester. The ordinary length of a leave of absence is a semester. In unusual circumstances the Office of the Vice President for Student Affairs may approve a renewal of leave for the semester immediately following.

To return to the University from a pre-approved leave of absence, the student contacts One-Stop in the Registrar's Office to request permission to register for the semester.

The above provisions apply to full-time and part-time students in good standing. Good standing is defined as follows: a cumulative grade point average at the completion of the semester prior to request for leave of absence that meets the minimum academic requirements of the University (2.0 or better); all financial and other obligations to the University have been met in full; and there is no disciplinary probation/suspension/dismissal in effect.

*Kean University Catalog 2015-2016, p. 31.*

#### **N. Withdrawal from a Course**

In order to withdraw from one or more courses a student either must do so in person with a valid photo ID, or submit written notification (a letter listing the student ID number and sufficient information to identify the course section to be dropped) to the Office of the Registrar. In person, a Kean Ocean student is able to drop courses through the Kean Ocean Administrative Office, Gateway 103. A student may also email, from his/her Kean Google account, his/her request to withdraw to [regme@kean.edu](mailto:regme@kean.edu).

Any student who does not officially withdraw on or before the withdrawal date published in the academic calendar will be given a letter grade that reflects his or her achievement in the course.

*Kean University Catalog 2015-2016, p. 12.*

## **O. Repeating the Professional Internship**

1. A student will have one opportunity to repeat either the clinical practice or pre-professional internship experience.
2. Application to repeat one clinical practice course (pre-professional or internship) may be made within a two-year period upon receipt of a grade of “U” Unsatisfactory or a student-initiated withdrawal which culminates in a grade of “W” or “NC”.
3. A clinical practice course may be repeated only once, provided the student meets all recommended interventions as determined by the College of Education in conjunction with the clinical supervisor. A formal intervention plan will be developed by the clinical supervisor, student, and the College of Education.
4. A student who graduates from any program of the College of Education without certification and returns to any post baccalaureate program is also governed by this policy.
5. Formal application to repeat a field experience is initiated by letter to the College of Education. This letter must identify the semester in which the student is requesting a second placement opportunity and must be submitted two months prior to the start of the requested semester. The request will be reviewed by a committee consisting of two (2) representatives of the public schools (either principal or teacher), the clinical supervisor of record, a representative of the COE dean’s office, and one or more representatives. An appeal may not result in a recommendation for a second opportunity to repeat the internship. The committee’s recommendation will be sent to the Dean of the College of Education for a final decision.
6. A clinical intern who is repeating a professional internship will be assigned to a Kean University Professional Development School for the duration of the field experience semester. Students who are placed in a Professional Development School will be supervised by a clinical supervisor who has been assigned to that particular site.

## **P. Extending Professional Internship**

In certain instances when a candidate’s successful completion of the internship is in jeopardy and when it is judged that an additional guided experience can be beneficial, the Dean of the College of Education, or designee, at the recommendation of the clinical supervisor, will form a committee consisting of the Dean’s designee(s), and the clinical supervisor. This committee will review the student’s particular situation and recommend an extension of the internship, a repeat of the entire internship, or a complete removal from the internship process.

If a candidate is unable to progress according to the remedial plan because of justified excessive absences or the cooperating teacher is not able to allow the candidate to take over the class and teach full-time for at least seven (7) weeks, the committee will convene and determine how long the internship should be extended. If the internship is to be extended, a Special Case Report must be completed on which are indicated specific program performance competencies in need of strengthening.

It is the prerogative of the committee to recommend ending the internship if it is determined that, (1) doing so is in the best interests of the K-12 students with whom the candidate is working, (2) the identified problems are so severe that the intern requires additional specialized instruction and



practice, or (3) the candidate is demonstrating unprofessional behaviors such as continuous lateness, frequent absences, or conduct unbecoming to the teaching profession. If this is the case, the committee is also to determine whether the student will be able to repeat the experience in its entirety after specific measures to remediate the difficulties have been completed.

#### **Q. Special Case Report: Problems and Concerns**

A professional internship assignment may create challenges which require identification and professional management by the clinical supervisor. During the placement, a student may experience performance problems or professional concerns. These may include, but are not limited to, such areas as classroom instruction, spoken or written English, management skills, content knowledge, or interpersonal relationships.

The following procedure is outlined as a management plan leading to the resolution of a problem or concern with a clinical intern:

1. A serious problem (or problems) is identified by the cooperating teacher and /or the clinical supervisor.
1. The clinical supervisor and the cooperating teacher confer to further define the problem(s).
2. The clinical supervisor, the cooperating teacher and the clinical practice student confer formally to identify clearly and explain fully the problem(s) as well as generate suggestions for its solution. This conference is to be dated, noted and recorded on a narrative report or appended to the narrative report. In most cases, this should take place within the first 4 to 5 weeks of the student's placement.
4. The Dean , or designee, is to be informed of the problem at this time.
5. If the problem(s) persists, a second formal conference is held with the student, the cooperating teacher and the clinical supervisor. **A Special Case Report (Appendix I) is to be completed by the clinical supervisor and signed by the student, the cooperating teacher and the clinical supervisor.** The original and one copy of the Special Case Report are sent immediately to the College of Education. The remaining copies are distributed to the persons indicated. In most cases, both the conference and the filing should take place by the end of the 6<sup>th</sup> week and must be filed by mid-semester if a student is failing.
6. If progress is not observable by the cooperating teacher and/or the clinical supervisor, the Dean of the COE, or designee, is formally and directly notified by the clinical supervisor. The College of Education will arrange a conference with the clinical supervisor/, the cooperating teacher and the university program coordinator to discuss available options. The clinical practice student will then be invited into the conference. (This **must** take place no later than the 8<sup>th</sup> week of the clinical practice intern's placement.)
7. Options available at this point would include:

- a. removal from placement;
- b. creation of a plan for remediation/intervention to be completed prior to a second placement;
- c. reapplication for placement in a subsequent semester;
- d. assignment of a grade of Unsatisfactory;
- e. withdrawal from the program;
- f. counseling of the student to pursue a career path other than teaching.

**N.B.**

This procedure is designed so that a clinical intern will know what the problem(s) is, specifically how he or she is to correct the situation and, given time, helped to make adjustments. Clearly, the major burden of change is on the clinical intern. The clinical supervisor, working collaboratively with the cooperating teacher and other university personnel, provides the professional assistance and guidance to help the student realize his or her progress in this field experience by following the above procedure.

**R. Assessment and Grading**

**1. Assessment**

The clinical intern is assessed on an ongoing basis with both formative and summative evaluation instruments. The initial conference with the intern, cooperating teacher, and clinical supervisor is to be held prior to observing the intern instructing students.

A minimum of eight (8) reports are to be completed by the clinical supervisor. Six (6) narrative reports (including First Visit Checklist), one (1) mid-experience, and one (1) final assessment report constitute the eight reports. Please see Appendix F for a sample narrative report and Appendix G for a sample assessment form. The same assessment report form is used for the mid and final reports. Internship assessments are to be submitted online.

The edTPA Performance Assessment also requires a videotape to evaluate the intern.

**Frequency of Assessments**

**a. Single Experience**

The clinical intern is observed by a clinical supervisor a minimum of eight (8) times during the semester completing a narrative or formative report for six (6) observations (including First Visit Checklist). A mid-term and a final performance competency form or summative report is completed by the cooperating teacher and the clinical supervisor, for a total of two (2) each. The cooperating teacher will evaluate the intern over the course of the semester using the student's national program standards and complete one (1) Supplemental Program Assessment.

**b. Double Experience**

Program majors in Health/Physical Education, Music, and Fine Arts are required to participate in two (2) separate and distinct field experiences during their clinical internship. The clinical intern will be observed and supervisory reports completed for each of the two (2) experiences. A mid-term and final performance competency assessment for each of the two (2) experiences are to be completed by the cooperating teacher and clinical supervisor. In addition, three (3) narrative observation reports for each of the two experiences are to be completed and filed with the College of Education.

The cooperating teacher for each clinical practice experience will evaluate the intern and complete one (1) Supplemental Program Assessment.

c. **Assessment Summary**

	<b><u>SINGLE EXPERIENCE</u></b>	<b><u>DOUBLE EXPERIENCE</u></b>
Clinical Supervisor	-6 narrative observation forms (includes First Visit Checklist)  -2 online performance competency assessment forms (mid & final)  -Mid & final meeting forms  -Special Case Report (as needed)	-6 narrative observation forms (includes First Visit Checklist) (3 from each semester) -4 online performance competency assessment forms (2 from each experience – mid & final)  -4 Mid & final meeting forms (2 from each experience)  -Special Case Report (as needed)
	<b><u>SINGLE EXPERIENCE</u></b>	<b><u>DOUBLE EXPERIENCE</u></b>
Cooperating Teacher	-2 online performance competency assessment forms  -1 online Supplemental Program Assessment  -Special Case Report (as needed)	-4 online performance competency assessment forms (2 from each experience)  -2 online Supplemental Program Assessments (1 from each experience)  -Special Case Report (as needed)

When mid and final assessments are submitted online, the clinical supervisor is to submit to the College of Education Mid/Final Meeting forms indicating the intern's scores and signatures of all parties. The completed Final Meeting form is required validation for filing of a candidate's certification documents.

2. **Grading**

A. A grade of "S" or "CG" is granted upon successful completion of all requirements. Traditional letter grades are not awarded for the clinical internship and the grade is not figured in the intern's GPA.

a. Undergraduate and Post Baccalaureate interns earn the following grades:

<b>S</b> – Satisfactory Performance	Recommended for certification
<b>U</b> – Unsatisfactory performance	Not recommended for certification
<b>IN</b> – Incomplete	(See Undergraduate Catalog online.)

b. Graduate interns earn the following grades for field experience:

For Satisfactory Performance:

**CG** – Credit Given

Recommended for certification

For Unsatisfactory Performance:

**NG** – No Credit Given

Not recommended for certification

**B.** It is possible that a clinical intern will be unable to demonstrate satisfactory competency by the conclusion of the clinical internship semester. In such a case, the student has the following options:

a. Withdraw from the professional internship if it is within the time limit and receive an automatic grade of “W”.

b. Receive a grade of “U” indicating unsatisfactory performance. A Special Case in Clinical Practice report **must** be on file in the Teaching Performance Center as one documentation of unsatisfactory performance. See Appendix N for a sample of this report.

c. An Incomplete signifying an opportunity to continue the internship into a second semester.

**C. The clinical supervisor bears the ultimate responsibility for the final evaluation of the clinical intern and the assignment of the grade. The candidate’s grade must be entered on Kean Wise.**