

Request for Out-of-Area Placement

Standard procedures and fees associated with student teaching are based upon the expectation that a student will student teach within the NDSU supervisory area. A student who meets certain criteria and who takes specific action may be granted a student teaching placement out of the NDSU service area. Out-of-area is defined as a placement beyond a 60-mile radius of NDSU.

Criteria:

1. Have a minimum GPA of 3.0 in teaching specialty, a minimum GPA of 3.25 in professional education courses and demonstrate a potential for success.
2. Have a strong record of performance in pre-student teaching field experience.
3. Have appropriate career-related reasons for the out-of-area placement.
4. Provide a list of initial student teaching sites for possible placement (to be confirmed by Director of Field Experiences).
5. Receive approval from the Teacher Education Council.
6. Secure signatures of approval from Adviser, Director of Field Experiences, and Chair of Teacher Education Council.

Process:

Attend initial student teaching meeting at least one semester before leaving campus.

Make an appointment with the Director of Field Experiences to discuss student teaching out-of-area at least one semester prior to student teaching.

Complete an Application for Student Teaching and the Request for Out-of-Area and return them to Teacher Education Office. The latter form also requires a written statement of reason for the out-of-area placement.

Provide an initial list of teaching sites and universities (e.g., provide contact name – school district(s), university, school, principal, etc.) on the Request for Out-of-Area form. The Director of Field Experiences will establish and confirm placement. Do not contact schools.

Register and pay tuition at NDSU.

Pay any supervisory or excess cooperating teacher fees for supervision. These payments **must be paid** at the beginning of your student teaching semester. Send your check(s), payable to NDSU, to the Director of Field Experiences. Your payment will be recorded and the fee will be sent to the appropriate personnel.

Successfully complete student teaching.

Sign and return your final forms to the Director of Field Experiences (University Supervisor and Cooperating Teacher Final Reports).

Fees:

Fees for out-of-area student teaching are designed to defray the unusual expenses that the university incurs in facilitating the student teaching placement. The student is responsible to contact the Director of Field Experiences for specific fee information.

University Supervisory Fee – A fee is paid by the student for the university supervisor contracted by NDSU. All students who are placed beyond a 60-mile radius of NDSU are required to pay a minimum of \$350 supervisory fee. **All fees must be paid prior to the first day of student teaching.**

Excess Cooperating Teacher Fee – A possible fee to be paid by the student teacher if the state/district mandates a payment to the cooperating teacher of more than the NDSU maximum rate of \$225.