

**POLICY:** Assisting Preservice Teacher At-Risk for Student Teaching Failure  
**ADOPTION DATE:** 3/26/10    **REVISED and APPROVED:** 2/2/2018

The student teaching experience in the special education licensure programs provide the preservice teacher opportunities to practice effective instruction and management skills. Cooperating teachers and university faculty must balance the needs and development of preservice teachers with the obligation to provide quality services for students with disabilities. It is the goal of cooperating teachers and university faculty to see each preservice teacher succeed. However, on occasion, preservice teachers may have deficits in instruction and management skills (or may have made limited progress in the development of instruction and management skills) such that the quality of instruction provided to students with disabilities is compromised. When this occurs, the cooperating teacher and student teaching supervisor must decide whether the preservice teacher should continue in the student teaching experience as it is presently structured. The procedures outlined below are designed to help the involved parties. Serious problems should be identified and addressed using these procedures as early as possible in the semester to maximize improvements in preservice teacher's instruction and/or management skills and to minimize the effects of inadequate instruction on students with disabilities.

This procedure does not cover violations of public school policy, USU Academic Honesty, or issues related to attendance, dress, hygiene or ethical conduct covered in Professional Behavior Guidelines issued to each student. Any violation will be referred to the student teaching coordinator.

\*Reference to student teaching handbook for details regarding the observation, evaluation, and grading procedures.

As a reminder:

- In student teaching, the student teaching supervisor will conduct the first observation by the end of the third week of student teaching.
- During student teaching, supervisors may visit and observe students at any time for purposes of providing feedback. These visits may follow requests from the student for additional assistance, recommendations from the cooperating teacher, or desires of the supervisor. Visits may be scheduled or unscheduled.
- In order to maintain parity in evaluation procedures across students and across teaching skills, the number of formal observations to be conducted student teaching experience will be equal to the number specified in the syllabus.

**Procedures for the first student teaching observation:**

If the student teacher receives a score of 65% or lower on the first observation, the university supervisor will return the following week to conduct another student teaching observation.

If the student teacher receives a score of 75% or higher on the second observation, the supervisor will continue the normal observation schedule.

**At-Risk Procedures:**

If the student teacher receives a score below 75% on the second observation or any subsequent observations, the following must occur:

1. The university supervisor will notify the preservice teacher and cooperating teacher of the failed observation.
2. The university supervisor will refer the preservice teacher to the At-Risk of Failure – Student Teachers policy and clearly specify in writing the necessary improvements and criteria in

order to continue.

3. The preservice teacher will be provided with a copy of the Notification of At-risk Status.
  - a. Documentation must include
    - ‘ Notification date of at-risk status
    - ‘ Necessary improvements to be made during the at-risk period
    - ‘ Intended observation dates across the at-risk period
    - ‘ Any additional notes from the meeting
    - ‘ Signature of preservice teacher and university supervisor
4. The supervisor will conduct two at-risk observations within 10 instructional days or 3 weeks’ maximum.
5. During the first at-risk observation, the university supervisor will provide feedback in an effort to increase the preservice teacher’s skills. No grade will be recorded during these observations, although the university supervisor may interpret performance to the preservice teacher in terms of what grade would have been scored.
6. The second at-risk observation will be graded.
  - a. The preservice teacher, university supervisor, cooperating teacher, and student teaching coordinator (if necessary) will meet to evaluate whether or not the preservice teacher has met the criteria for continuation.
  - b. If the second at-risk observation is graded as a 75% or higher and the student has made the necessary improvements outlined in the Notification of At-Risk Status form then the preservice teacher will continue with the student teaching placement.
  - c. However, if the second at-risk observation is graded below 75% or the preservice teacher fails to meet the necessary improvements outlined on the Notice of At-Risk Status form, then the preservice teacher fails the student teaching placement and will not continue. They may meet with the undergraduate advisor who will discuss various options with the preservice teacher.
  - d. Documentation will be provided to preservice teacher regarding the outcome of the at-risk status.
  - e. At-risk status may only occur once in student teaching. A second failed observation grade (below 75%) will result in a failing grade for student teaching.
7. Throughout the at-risk period if at-risk observations are not resulting in progressive improvements the preservice teacher, cooperating teacher and/or university supervisor may discuss options with the department advisor
8. The university supervisor may ask additional trained university supervisors to conduct or attend at-risk observations.

**Notification of At-Risk Status\***

**Preservice Teacher's Name:**

**Date of at-risk status:**

NECESSARY IMPROVEMENTS to be made during at-risk period:

At-Risk Observation Dates

- 1.
- 2.

I have reviewed and approve of all conditions stated above regarding necessary improvements to be made during the at-risk period:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Preservice Teacher

\_\_\_\_\_  
Date

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OUTCOME of at-risk observations (check one below)

\_\_\_\_\_ Preservice teacher successfully met necessary improvements and obtained an observation grade of PASS.

\_\_\_\_\_ Preservice teacher did not successfully meet the necessary improvements outlined in the Notification of At-Risk Status contract and obtained a grade of FAIL. See policy entitled "Assisting Students At-Risk for Failure in Student Teaching #4" for options. Refer to department advisor for additional considerations.

\_\_\_\_\_ Other (describe):

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\*Attach this form to observation forms resulting in a grade of 75% or below. Attach and clearly label the additional at-risk observation forms and the feedback. Make copies of all documents available to the preservice teacher.