

POLICIES AND PROCEDURES
FOR
HEALTH, SPORT, AND EXERCISE SCIENCES
STUDENT TEACHERS

IN
PHYSICAL EDUCATION PLUS
TEACHER LICENSURE
AND
PHYSICAL EDUCATION
GRADUATE LICENSURE PROGRAMS

UNIVERSITY OF KANSAS
HSES DEPARTMENT

UNIVERSITY SUPERVISOR:

Dr. Ken Murfay

**POLICIES AND PROCEDURES
FOR HSES
STUDENT TEACHERS
(PE Plus Teacher Licensure Program)
(PE Graduate Licensure Program)**

SCHOOL OF EDUCATION AND HUMAN SCIENCES (SOEHS) REGULATIONS

1. All policies and procedures as distributed by the SOEHS, Office of Field Experiences, must be followed. This includes Graduate Licensure Program (GLP) students.
2. All dates, as determined by the SOEHS, for starting and ending the student teaching experience must be followed.
3. Students must attend all SOEHS meetings that are required for student teachers.
4. The clinical supervisor will conduct a summative assessment at the end of your student teaching experience. The form is available at <https://soe.ku.edu/students/field-experience/star>. The password will be sent to your clinical supervisor by email.

DEPARTMENT OF HEALTH, SPORT, AND EXERCISE SCIENCES REGULATIONS

1. Supervision
 - a. A minimum of four (4) observations will be made during the student teaching experience (2 per level). The University supervisor may or may not announce the time that the observations are to be made.
 - b. **TEACHING SCHEDULES** and **SCHOOL ADDRESS** must be sent to the **UNIVERSITY SUPERVISOR** within seven (7) days after the field experience begins. You must notify the university supervisor of any change in the teaching schedule including assemblies, shortened school days, teaching conferences, etc. There are no exceptions to this policy. If the university supervisor does not receive this information, no visits will be made.
2. Daily Teaching & Seminars
 - a. Attend school on all school days even when students are not present. If your clinical supervisor is not present, you will assume control of the classes with the assistance of a substitute teacher. Or you may work with another PE teacher if available.
 - b. Follow the **full-time** teaching schedule of your clinical supervisor (six hours teaching, 1 hour plan). Arrive at school each day at the same time he/she is required to do so. **DO NOT** arrive late or leave midday or before the end of the school day unless your clinical supervisor does and this is approved by Dr.

Murfay. If he/she is part-time, work with another teacher, if available, to provide 6 hours of teaching per day. If you have a planning period at the end of the day, use that time to work on lesson plans or your licensure portfolio.

- c. Seminar attendance is mandatory unless otherwise notified. You will be expected to attend seminar even if your school is not in session.
- d. On seminar days, arrive at school as normal. Find a quiet location to connect virtually and then return to teaching when the seminar is completed. The schedule will be emailed to your clinical supervisor so he/she will be aware of the days you will require a break to attend seminar.

3. Absences

- a. A maximum of three (3) personal days are allowed for the semester, including both placements. You may use these days for sickness, mental health, PRAXIS exams, job interviews, etc. Absences over and above these three days must be made up during finals week, and before the end of final exams.
- b. Absences for professional development will be excused. These are experiences that provide educational information that will enhance professional practice (conferences, workshops, etc.). Professional development does NOT include job interviews, PRAXIS exams, team practice, competition, conditioning, or coaching duties. Instead use your personal days.
- c. All absences from the field experience site must be reported to your university supervisor (Dr. Murfay) and clinical supervisor either before the absence or on the day of the absence. Report all schedule changes to your university supervisor: Dr. Murfay (k.murfay@ku.edu).

4. Lesson Plans

- a. One lesson plan is due every Sunday night at 11:59pm for the upcoming week. You will fill in the reflection piece of the lesson plan later that week (before Friday 11:59pm).
- b. The clinical supervisor may request lesson plans for all work conducted by the student teacher. Guidelines on lesson plans for the clinical supervisor may vary.
- c. Use the lesson plan form provided. It is expected that lesson plans are written for every lesson TAUGHT even though you are only turning in one lesson to Canvas per week. You do not need to write lessons for lessons OBSERVED.
- d. It is not acceptable to teach the same lesson to two different elementary grades. If a lesson plan for one grade is like that of another grade, modifications of the activities must be clearly described on one lesson plan. This may vary somewhat at the secondary level.

5. Professionalism

a. Professional Dress

- The student teacher should maintain professional dress habits throughout the field experience. Please follow your school dress code policies for teachers. You should ask your clinical supervisor for rules regarding teacher dress codes.
- Loose-fitting shorts (mid-thigh length or longer) or pants, t-shirts and some type of athletic shoe are appropriate attire for teaching physical education.
- Unprofessional dress includes:
 - Hats and/or caps
 - See-through clothing
 - Offensive language or slang terms on clothing
 - Exposed undergarments or skin (below neck, above waistband)
- Exceptions to the preceding rules may occur at the discretion of the school principal. For example, some schools have various days on the calendar in which teachers may deviate from the dress code.

b. Professional Conduct

- Slang or vulgar language should not be used at any time while at the field experience site or when involved with any school-sponsored activity.
- Refrain from the use of gum or candy while teaching.
- Inappropriate physical contact with students during the field experience is not acceptable. The student teacher must demonstrate good judgment relative to any physical contact with the students. Maintain open communication with your university supervisor and clinical supervisor regarding this matter.
- Keep open communication and discuss lessons and responsibilities with the clinical supervisor. Discuss policy issues, school regulations, etc. with the principal. It is better to ask and understand than to assume. Notify the university supervisor immediately, if you believe the communication lines with the clinical supervisor and/or the principal have collapsed.

c. Relationships

- Student teachers should not initiate action of any type that would result in a personal relationship with a student. Student teachers should not be receptive to any action from a student that would result in a personal relationship. NOTE: If a student initiates any action that is deemed inappropriate, alert your clinical supervisor immediately.
- It is not appropriate to develop personal relationships with: A) the clinical supervisor during the field experience, B) other teachers/administrators who work in the same building in which you are doing the field experience, or C) with the university supervisor.