



Handbook for Student Teachers and Interns

Welcome to Charlotte-Mecklenburg Schools (CMS)!

The CMS Talent Acquisition (TA) Team works collaboratively with colleges and universities to provide aspiring teachers with a dynamic field placement as well as support and guidance through the final stages of the traditional teacher certification process. Our school district also works with field placements for internships in student support services such as, but not limited, to school social workers, school psychologists, physical therapists, and speech language pathologists.

A successful student teaching experience is a critical component in preparing aspiring teachers to become effective full-time classroom instructors. Student teachers in CMS have the opportunity to gain practical hands-on experience with a diverse student population in a dynamic, urban classroom environment. By working with experienced cooperating teachers, student teachers can learn the instructional strategies, assessment practices, and classroom management skills that result in positive student outcomes.

The TA Team does not place student teachers in CMS on the university's behalf. Instead, we share information about current placements opportunities and general knowledge of the types of host schools and data regarding teacher hiring trends, to ensure optimal student teacher placements that provide the best possible preparation for a full-time teaching position.

All eligible student teachers and interns must complete the general information, voluntary and background information pages of the CMS online application through the CMS website, complete a CMS orientation video prior to the start of their student teaching/internship experience. Additionally student teachers and interns need to complete the onboarding SafeSchool videos 2 weeks after their start date. For more information and to access the online application visit <http://wearecms.com/apps/pages/apply>.

Table of Contents

1. Student Teachers
2. Cooperating Teachers
3. Principals
4. Health Exam Certificate
5. Frequently Asked Questions

The Talent Acquisition Team works collaboratively with local universities and CMS administrators to ensure that aspiring teachers are aware of CMS policies and procedures and aims to promote best

practices in student teaching. Our team also provides support and guidance regarding the CMS hiring process.

Student Teachers/Interns & Colleges/Universities

1. Requirements

- Each college/university must have a current agreement or memorandum of understanding (MOU) on file with CMS prior to seeking placement for a student teacher. Colleges/universities seeking to place school social work, school psychologist, and school counseling interns must contact the CMS Student Support Services Department (980.343.2383) for prior approval and placement of interns.
- All student teachers and interns must register via our online application system on the CMS website. Registration is required for all student teachers and interns. Visit <http://wearecms.com/apps/pages/apply> to create your online application. Complete the general information, voluntary and background information pages of the application. You do not need to complete the entire application at this time. However, the system will continue to send you email messages reminding you to complete your application.
- Before student teachers or interns can access CMS schools and/or a CMS affiliated location to work as a student teacher or intern, they are required to complete a background check, drug test and a CMS orientation video. Student Teachers can complete the onboarding video by going to <http://bit.ly/stinternonboarding/>
- Student teachers and interns are expected to familiarize themselves with information regarding Bloodborne Pathogens and the Hazard Communication policy which is covered during the onboarding videos.
- All student teachers and interns are required to provide a completed Health Exam Certificate (HEC) within two weeks of their start date. The HEC should be submitted to BIB. Refer to pages 6 of this handbook for more information about the HEC.
- International student teachers without a social security number must contact the CMS Talent Acquisition office regarding the application.
- Current CMS employees are **NOT** required to complete another CMS orientation, background check, drug test, or health exam certificate.
- Current full-time CMS employees must provide their Principal/Administrator and HR Team Leader with confirmation from their college/university of the dates for the student teaching/internship. Confirmation should be submitted via email or on paper using college/university letterhead. Teacher assistants (TAs) may contact their HR Team Leader for information regarding special provisions for TAs operating as student teachers.

2. Responsibilities

- Upon arriving at the host school for your first day of student teaching, you should present your confirmation email from HR to the principal or his/her representative.
- Complete all university documentation related to student teaching.

- Meet student teaching attendance requirements as set forth by the university.
- Assume the responsibilities as communicated by your cooperating teacher including, but not limited to record keeping, planning lessons and units, teaching lessons, assessing student learning, preparing displays, and day-to-day classroom management.
- In consultation with your cooperating teacher and in accordance with the policy of the host school and your university, observe your cooperating teacher and take on an appropriate portion of his or her teaching load and other duties.
- Participate in and attend school events, parent-teacher conferences, faculty meetings, and workshops as approved by the university.
- Become familiar with the particular rules and norms adhered to in your student teaching placement.
- Use sound judgment and demonstrate professionalism.
- While you are encouraged to participate in extra-curricular activities in which your cooperating teacher is involved, these activities are optional and cannot conflict with the university's weekly seminars or other requirements.
- You are expected to follow CMS school calendar ([link http://wearecms.com/apps/pages/calendars](http://wearecms.com/apps/pages/calendars)). If you need to miss a day because of illness or an emergency, you should contact your cooperating teacher and your university supervisor as soon as possible. In accordance with university guidelines, the supervisor will decide if this time needs to be made up.
- You are expected to maintain a professional attitude with regard to all activities undertaken during your placement. Particular care should be taken with the rights to privacy of children and parents. In the event that you are unsure of the proper procedures to be followed in a given situation, you should first consult with your cooperating teacher. If the cooperating teacher is unavailable, you should consult with the appropriate administrative personnel. If no immediate on-site advisor is available, you should contact your university field supervisor.

Cooperating teachers

Cooperating teachers play a critical role in the professional development of a student teacher. CMS recognizes and fully supports your efforts to share model teaching practices and continuous feedback with your student teacher. We thank you in advance for your time and effort.

You should have at least three years of teaching experience in the subject area in which your student teacher is earning their certification. Some colleges and universities also require that cooperating teachers meet additional criteria in order to mentor student teachers.

1. Guidelines

You should be aware and take advantage of any incentives and/or training that may be available to you from the university that your student teacher attends. These incentives can come in a variety of formats such as university course credit, and access to university facilities.

You are encouraged to read all materials and handbooks provided to you by your student teacher's university to provide more details regarding specific roles and responsibilities. If this information has not been provided to you, please contact the university field placement office.

2. Responsibilities

- Understand the importance of hosting a student teacher and allow the student teacher to assume the varying roles of classroom teachers - from observation to work with small groups to fully leading the class.
 - Familiarize the student teacher with the classroom, the school facilities, the staff, and the policies of the school through activities that include, but are not limited to: tour of the building, introduction to the principal, other administrative staff, and support personnel, library resources, print resources, technology resources, instructional materials, parent handbooks, student tardy and attendance policy, school grading procedures, and school calendar.
 - Impart to the student teacher the importance of keeping accurate records and maintaining student privacy guidelines.
 - Model and provide various strategies for effective instruction and classroom management.
 - Provide for the smooth transition of the student teacher to full-time teaching by encouraging the student to engage in a variety of activities, such as:
 - one-to-one tutoring,
 - small group instruction,
 - lead short discussions,
 - team teaching,
 - Preparation of instructional materials and development of bulletin boards and instructional displays.
 - Evaluation of student work and feedback to students on next steps.
 - Supervision of students doing independent work.
 - Observe the student teacher frequently and offer verbal and/or written feedback after each observation.
 - Encourage the student teacher to be creative and innovative based on the particular needs and interests of the students.
 - Communicate daily with the student teacher, providing feedback on strengths and weaknesses, and offering next steps.
 - Actively include the student teacher in non-teaching functions such as staff meetings, parent conferences, in-service activities, etc.
 - Participate in formal and informal evaluations with university personnel.
 - Communicate frequently with the university supervisor to support and evaluate the student teacher's performance, reporting any concerns or problems about the student teacher immediately.
 - **Cooperating teachers are legally responsible for their classroom and must not leave a student teacher alone with students at any time.**
-

Principals

Once a student teacher/intern has fully completed their CMS orientation and compliance requirements. You should expect to receive a letter of introduction from the student teacher's university covering the following information:

All student teachers must have security clearance prior to the start of their student teaching. Talent Acquisition can confirm if a student teacher has passed their background check review.

1. Recommendations

Prior to accepting a student teacher into your school, you should receive written notification from the college/university field placement office.

- Student teachers/interns should be included in school functions and gain experience in areas such as:
 - Parent conferences,
 - Professional development activities,
 - After-school activities.
- Every effort should be made to match your student teacher with a cooperating teacher in the same certification area with a minimum of 3 years of experience within that certification area. Some colleges and universities also require that cooperating teachers meet additional criteria in order to mentor student teachers.
- In choosing a cooperating teacher, you should select individuals who are:
 - effective with students,
 - reflective practitioners committed to their own development,
 - able to work effectively with adult learners,
 - understanding that the work of the cooperating teacher is to balance coaching skills with their knowledge of teaching practices and teaching content.
- Provide time for your cooperating teacher to meet with his/her student teacher within the regular school schedule.
 - To the greatest extent possible:
 - observe and provide feedback to the student teacher,
 - evaluate the student teacher as a potential candidate for hire.

Health Exam Certificate (HEC)

- CMS student teachers and interns must submit a completed health exam certificate (HEC) to Background Investigation Bureau (BIB). The HEC due date is two weeks from the start of your student teaching/internship. BIB will send an electronic request for the HEC. The student teacher/intern is responsible for completing health exam; CMS does not pay for health exams.
- Current CMS employees are not required to complete another HEC.
- The HEC can be signed by a licensed physician, nurse, or nurse practitioner. You may use your own physician or you can also use one of the facilities suggested by BIB. Either way, there a fee associated with submitting the HEC.
- BIB will accept the HEC. Please do not send the HEC to the HR or the Talent Acquisition Team.
- It is very important that you keep a copy of your HEC for your own records in case you get a job in CMS after you complete your student teaching or internship.

Frequently Asked Questions

1. I have already registered as a volunteer, do I still need to create an application?

Yes, the online application and the volunteer application are two separate processes so you still need to create an online application in order to become a student teacher or intern.

2. I have already been fingerprinted in another state or school, do I still need to complete background check and drug test with CMS?

Yes, CMS requires all student teachers and interns complete a background check and drug test. CMS will pay for the background check and drug test.

3. Do I get an ID badge and email account?

Yes, student teachers and interns receive ID badges. Upon completing your CMS onboarding, the HR department will provide you with a confirmation email that you can share with your assigned school or department. Your school/department makes your ID badge. CMS student teachers and interns will also receive a CMS email account.

4. My cooperating teacher wants me to be a substitute in his/her classroom. Am I able to do this and can I get paid as a substitute teacher?

Most colleges/universities have certain guidelines that must be followed for student teachers to become substitute teachers. Therefore, please first consult with your college/university regarding their policy on this matter. If your college/university allows this practice, you will need complete a new employee onboarding process as a substitute teacher candidate Also, the school Principal/Administrator will need to contact their HR Leader to process the substitute teacher's application. Your pay will be at the non-

certified substitute rate until you complete all licensure requirements and receive your NC teaching certificate.

5. I am an international student, what do I do?

International students with a social security number must create a CMS online application. Complete the general information, voluntary and the background information page of the application. You do not need to complete the entire application at this time. However, the system will continue to send you email messages to complete your application. International students without a social security number must contact the Talent Acquisition Team at recruiter@cms.k12.nc.us.

CMS Talent Acquisition Team

Phone (980) 343-1848, Email – recruiter@cms.k12.nc.us

