**The Oakland University Teacher Education Program**

  OU Substituting

**Conditions and Terms for Using**

**Interns as Substitute Teachers**

***I. Project Aims and Context***

The Oakland University Education Programs culminate in a twelve-credit fifteen week teaching internship. The internship is organized around public school calendars. Students then intern full-time during the fall or winter semester. Interns are encouraged to take advantage of all school activities associated with their districts.

The Oakland University Secondary Teacher Education Program (OU STEP) culminates in a twelve credit yearlong teaching internship. During the first half of the year (the university fall semester) interns are required to be at their school placement for approximately one half day, each day, and to assume instructional responsibility for two classes by about the start of the second marking period (assuming a four marking period calendar). Students then intern full-time during the Oakland University winter semester. Students are required to be at school only during the required times. Students are permitted to work during the internship year at any and all times they are not committed to the field experiences or associated classes.

Oakland University has initiated the following document, to be filed in accordance with state guidelines, which will govern the use of Oakland University education students as substitutes during their practicum experience. The following sections describe these terms and conditions, consequences for non-compliance and the process of initiating the use of interns as subs.

***II. Terms and Conditions***

**A. Maintaining the Integrity of Internship Time**

Interns are required to satisfy OU field requirements as specified in the OU Internship Handbook. Pursuant to all conditions, to be detailed, being met, OU interns may serve as a substitute for their cooperating teacher for a total of seven days during their fifteen-week internship.

Secondary interns are required to satisfy OU STEP field requirements as specified in the OU STEP Internship Handbook. Substitute teaching can neither be done during internship time nor be used to satisfy OU STEP field requirements. Interns desiring to sub must submit an internship schedule that clearly identifies non-internship times, and school districts must assign interns as subs only during these times. Interns may substitute for up to seven days each term.

For the purposes of monitoring compliance and assessing effectiveness, interns are required to maintain a log of substitute teaching activity. This activity log must be submitted monthly (on the last Friday) to the Director of School and Field Services. This may be done via fax to (248) 370- 4920. The attached form (Attachment 1) may be photocopied and used for this purpose.

**B. Subbing Credentials**

Interns must meet state eligibility requirements to be able to substitute teach, and hold a valid subbing permit before they can begin. School districts should assist interns in obtaining this permit, and they must provide evidence of a valid sub permit for every intern in their district who intends to sub.

**C. Liability**

The school districts will defend, indemnify and hold the university harmless from any and all claims, liabilities, damages and costs (including attorney fees), for injury or death of any person and damage to or loss of any property resulting from any negligent act or omission of the school district or its board, officers, or employees while acting within the scope of their employment and pursuant to this Agreement or its agents while acting pursuant to this Agreement, or the interns when those interns are student or substitute teaching pursuant to this Agreement.

With respect to any loss, damage, injury or death occurring during the course of this Agreement, this indemnification provision shall survive expiration or termination of this agreement.

Each party shall be separately responsible for compliance with all federal and state laws, including nondiscrimination laws.

Interns shall not be deemed to be employees of the university for purposes of compensation, fringe benefits, workers’ compensation, unemployment compensation, minimum wage laws, income tax withholding, social security or any other purpose, because of their participation in the OU educational program. Each student is placed with the school district to receive experience as part of his or her academic curriculum; those duties performed by an intern are not performed as an employee, but in fulfillment of these academic requirements.

This Agreement is intended solely for the mutual benefit of the parties hereto, and there is no intention, express or otherwise, to create any rights or interests for any party or person other than the school district and the university, without limiting the generality of the foregoing, no rights are intended to be created for any intern, parent or guardian of any intern, employer or prospective employer of any interns.

This Agreement constitutes the entire agreement between the parties, and all prior discussions, agreements, and understandings, whether verbal or in writing, are hereby merged into this Agreement.

No amendment or modification to this Agreement, including any amendment or modification of this paragraph, shall be effective unless the same is in writing signed by the party to be charged.

**D. Substitute Teaching Assignment**

As Michigan elementary teacher certification is valid for teaching grades K-8 it is required that prospective teacher field experiences occur at these levels. Thus, substitute-teaching assignments must be made within this range, in an environment where they know the procedures, faculty, and students. Placement will be in the classroom where the student is completing their intern experience.

As Michigan secondary teacher certification is valid for teaching grades 6-12 it is desirable that prospective teacher field experiences occur at these levels. Thus, substitute teaching assignments must be made within this range. OU STEP interns are initially placed at a single building, with the possibility for teaching at another during the internship year. In order to benefit both the student and school the intern should be used as a substitute teacher in an environment where they know the procedures, faculty, and students. Placement will be in schools where the student has already completed a portion of their intern experience. Subbing below the middle school level will not be allowed.

|  |  |  |
| --- | --- | --- |
| Assignment Priority | Substitute For: | Subject Area |
| **First** | Cooperating Teacher(s) | Major (Minor) |
| Second | Other Teacher | Major (Minor) |
| Third | Other Teacher | Other Subject |

Art and music interns are allowed to substitute in K-12 for their cooperating teachers only.

**E. Mentoring**

Because school districts have agreed to promote the professional development of interns, more attention should be paid to the welfare of these interns as subs than to regular subs. Building administrators must agree to observe interns in the subbing situation on a periodic basis, and to conference with these interns about their observations and offer suggestions for improvement. School districts should also involve interns who sub in their own workshops about effective subbing, or support the involvement of the interns in similar workshops offered by local Intermediate School Districts.

**F. Initiation and Termination**

For an intern to begin subbing there must be agreement among all participants including the intern, the university field instructor, the cooperating teacher and building and district administrators. Interns not wishing to sub cannot be forced to do so. If at any time it is felt by one or more participants that the subbing experience is having a negative impact on internship progress or other aspects of the placement, any participant with due cause can demand the termination of subbing. Consensus is required for the initiation of subbing but not for the termination of that activity.

***III. Consequences of Non-Compliance with These Terms and Agreements***

Interns who deviate from the conditions of this agreement without the knowledge and consent of the university, and with or without the knowledge and consent of the school district, will lose the opportunity to sub for the remainder of their internship.

Consent for deviations must be approved by and recorded in the office of the Director of School and Field Services. STEP deviations must also be approved by the Associate Dean, School of Education and Human Services.

***IV. The Initiation Process***

The form on the following page must be completed with all required signatures and returned to the Director of School and Field Services, 381 Pawley Hall, Rochester, MI 48309. This form may be photocopied, and must be completed for each ***building*** in which there are interns intending to sub. It may also be faxed to (248) 370-4920. The following materials must be attached to this form:

* A schedule of internship time for each intern intending to sub, and
* Evidence of a valid sub permit for each of these interns.

Substitute teaching activity may begin after the school district has received written confirmation that the request has been received and that the conditions are met.

***V. Following Approvals***

When the form has been approved with all signatures, the student will receive an E-mail stating they are ready to substitute.

The Oakland University Teacher Education Program

  Substitute Form

**Declaration of Agreement with the Conditions and Terms**

**Regarding the Assignment of Interns as Substitute Teachers**

All undersigned parties hereby agree to the terms and conditions set forth by Oakland University in the document “Conditions and Terms for Using Interns as Substitute Teachers.”

School District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Building \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Teacher Oakland E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Circle Program:** Elementary STEP K-12 Modern Language K-12 Art K-12 Music MAT MATEE

Each of the following participants must sign in the appropriate box to initiate subbing.

|  |  |  |
| --- | --- | --- |
| OU Intern | University Supervisor | Cooperating Teacher(s) |
| Signature | Signature | Signature |
| Printed Name | Printed Name | Printed Name |
|  |  | Signature |
|  |  | Printed Name |

The above agreements are recognized and supported by the following district representatives:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Building Administrator Authorized District/Substitute Administrator

The above agreements and required documentation have been received, and the interns listed above are approved for use as substitute teachers under the terms of this agreement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director of School and Field Services Date

***Fax to (248) 370-4920***

Attachment 1

***OU Substitute Teaching Activity Log***

Intern \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Placement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Circle Program:** Elementary STEP K-12 Modern Language K-12 Art K-12 Music MAT MATEE

|  |
| --- |
| Date\_\_\_\_\_\_\_\_ School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_ Period\_\_\_ Subject\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Brief description of content and activities: |
| Date\_\_\_\_\_\_\_\_ School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_ Period\_\_\_ Subject\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Brief description of content and activities: |
| Date\_\_\_\_\_\_\_\_ School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_ Period\_\_\_ Subject\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Brief description of content and activities: |
| Date\_\_\_\_\_\_\_\_ School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_ Period\_\_\_ Subject\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Brief description of content and activities: |
| Date\_\_\_\_\_\_\_\_ School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_ Period\_\_\_ Subject\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Brief description of content and activities: |
| Date\_\_\_\_\_\_\_\_ School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_ Period\_\_\_ Subject\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Brief description of content and activities: |
| Date\_\_\_\_\_\_\_\_ School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_ Period\_\_\_ Subject\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Brief description of content and activities: |

***(FAX to 248-370-4920 at the end of each month.)***