

# What Student Teachers must know about Substitute Teaching during Student Teaching

The College of Education at Eastern Michigan University is a partner with local school districts in the training of tomorrow's teachers. Through the use of student teachers serving as substitute teachers, the College of Education at Eastern Michigan University hopes to both improve the field experiences of student teachers and make an impact in the classrooms of school districts where these student teachers are placed. The provision of knowledgeable, experienced, qualified substitute teachers to local classrooms should positively impact the learning of students in these classrooms.

1. Student teachers must be full time (12 credit hours).
2. Student teachers must apply by September 20 or January 20.
3. Student teachers must complete ten full weeks of successful student teaching first.
4. Student teachers must be approved by both their cooperating teacher and university supervisor to be eligible for substitute teaching.
5. Student teachers must have an EMU GPA of 3.0.
6. Student teachers must pay any fees required for the day-to-day permit or criminal check.
7. Student teachers will be evaluated on both student teaching and substitute teaching.
8. Student teachers can be removed from substitute teaching by the university supervisor, building principal, or Director of Student Teaching.
9. Student teachers may substitute teach no more than two days per week, ten total days during student teaching.
10. Student teachers must substitute in their buildings where they are student teaching.
11. Student teachers may be evaluated on their substitute teaching by the university supervisor, building principal, or Director of Student Teaching.
12. Student teachers are not required to do substitute teaching.
13. Student teachers must keep a log of the days they substitute teach; student teachers must submit the log (or a copy) to their university supervisors.

# Application for Substitute Teaching During Student Teaching Placement

Application is due:   September 20-Fall term student teachers  
                                  January 20-Winter term student teachers

Name \_\_\_\_\_

Student Number \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone  
Number \_\_\_\_\_

District (student teaching placement)  
\_\_\_\_\_

University  
Supervisor \_\_\_\_\_

Telephone  
Number \_\_\_\_\_

Cooperating  
Teacher \_\_\_\_\_

Telephone  
Number \_\_\_\_\_

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