

## 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 Elementary Education Program culminates 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 no more than 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 Substitute Teaching Activity Log. This log must be submitted monthly (on the last Friday) to the

School and Field Services Office. This may be done via fax to (248) 370- 4920 or by emailing a pdf to Linda Dauzy at dauzy@oakland.edu.

## **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. 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 the classroom where the student has already completed a portion of their intern experience. Subbing below the middle school level will not be allowed.

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 supervisor, the mentor 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. Permission to substitute can be revoked at any time for student that are having difficulty in the classroom, by request of the school, or by request of the university supervisor.

## ***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, and will require a petition of exception to be filed. STEP deviations must also be approved by the Associate Dean, School of Education and Human Services.

#### ***IV. The Initiation Process***

Complete the Teacher Education Program Substitute Form with all required signatures and return to the School and Field Services Office. The form may be faxed to 248-370-4920 or submitted electronically in a PDF format to Linda Dauzy at [dauzy@oakland.edu](mailto:dauzy@oakland.edu). The form must be completed for each building in which you are assigned as an intern.

#### ***V. Final Approval***

An email will be sent to the OU intern, OU supervisor, and the mentor teacher notifying each of approval to substitute. Substitute teaching activity may begin after receipt of this approval from the School and Field Services Office.

Note: Interns are required to turn in a Substitute Teaching Activity Log to the School and Field Services Office the last Friday of the month, indicating when the intern was a substitute, and a brief description of the activities that took place.