



August 2017

Dear District Partners,

Oakland University would like to thank you for helping us to educate the next generation of teachers. You have graciously opened your doors to our students to complete their clinical experiences, both early field experiences and student teaching experiences. This time of year we frequently get asked questions regarding a student teacher's ability to substitute in classrooms. The purpose of this memo is to clarify our policy on substituting.

1. Oakland students are allowed to substitute while student teaching if he or she has
  - a. been approved by your district substitute company
  - b. been observed and approved by an Oakland University supervisor
  - c. been observed and approved by your cooperating teacher
  - d. submitted and received confirmation from School and Field Studies on the Oakland University Teacher Education Program Substitute Form with all necessary signatures
2. Oakland students can **only** substitute for their cooperating teacher
3. Oakland students can substitute a maximum of **7 times** per semester. Should additional days be requested, the student can contact School and Field Services for permission
4. Oakland students must submit a monthly **substitute log** indicating days on which they worked
5. **Oakland students can be removed from our program/placement if he or she is out of compliance with these rules**

Please contact Dr. Beth Feiten, Director of School and Field Services at Oakland University, if you have any questions regarding our policies at [bafeiten@oakland.edu](mailto:bafeiten@oakland.edu) or 248-370-3083.

Sincerely,

Beth Feiten, Ed.D.  
Director of School and Field Services  
Oakland University