

University of Wisconsin-Whitewater
College of Education · Office of Field Experiences
APPLICATION FOR AN EXCEPTION TO PLACEMENT POLICY

Print or type

Name: _____ Student ID: _____

Local Address: _____

Permanent Address: _____

Local Phone: (____) _____ Permanent Phone: (____) _____ Email: _____

Major: _____ Minor: _____

Semester/year of student teaching assignment: (Circle) Fall Spring Year _____

Grade level or subjects required for student teaching assignment: _____

Locations(s) requested: _____

Academic Advisor's Name: _____

Reason(s) for seeking an Exception to Placement Policy: (or attach)

Upon approval of this request, the Office of Field Experiences will initiate the process of finding a suitable student teaching assignment and making arrangements for supervision on behalf of the University of Wisconsin-Whitewater. However, approval of the request does not guarantee that it will be possible to find a suitable student teaching assignment and/or to make arrangements for supervision.

THE STUDENT WILL ALSO BE RESPONSIBLE FOR FINANCIAL COSTS INVOLVED IN THE PLACEMENT.

THE STUDENT MAY ALSO HAVE OBLIGATIONS THAT INCLUDE ATTENDING REQUIRED CLASSES OR SEMINARS ON CAMPUS REGARDLESS OF PLACEMENT LOCATION.

Student Signature

Date

Considerations in seeking an exception to placement policy

Approving placements outside UW-Whitewater's normal service area (Area One and Area Two Placement Locations, as specified by school district, city, county, and CESA) is a serious deviation from policy. There are at least four potential dangers associated with "out-of-area" placements, each of which diminishes quality control during critical field and clinical practice experiences.

Selecting an appropriate placement with respect to school district and school (or other professional setting) is more difficult as distance from campus increases.

1. Selecting an appropriate placement with respect to school district and school (or other professional setting) is more difficult as distance from campus increases.
2. Selecting a qualified cooperating teacher or field supervisor is more difficult as distance from campus increases.
3. Selecting a qualified person serving as a supervisor in place of a UW-Whitewater supervisor is more difficult as distance from campus increases.
4. Providing additional support beyond the required supervisory visits may not be possible as distance from campus increases.

Due to these and other potential problems, placements outside the Area One and Area Two Placement Locations are made only for extraordinary reasons (e.g., a necessary medical treatment not available within Area One and Area Two Placement Locations). Exceptions to placement policy are not granted for financial reasons (e.g., cost of housing, transportation) or as a strategy for future employment (e.g., requesting a placement in Anytown or Anystate to enhance the likelihood of securing employment in Anytown or Anystate).

Appeal procedure

If an exception to placement policy is not approved by the Director of the Office of Field Experiences, the student is permitted to meet with the Dean of the College of Education to appeal this decision. Upon meeting with the student and gathering any other information deemed necessary, the Dean can either (1) concur with decision of the Director of the Office of Field Experiences to not approve the request for an exception to placement policy [in this case, the decision of the Dean is final] or (2) recommend to the Director of Field Experiences that a hearing of the Advisory Council for Field Experiences be scheduled to consider the merit's of the student's request for an exception to placement policy.

Financial costs

Students approved for placement outside of Area One and Area Two Placement Locations will be responsible for all costs associated with the placement. The exact costs will vary according to location. A final grade for the course(s) related to the placement will not be submitted until all costs have been paid in full. Costs will include (a) an administrative fee of \$100, (b) the fee charged for each supervisory visit (generally including fringe benefits) by the person employed to provide supervision on behalf of UW-Whitewater, and (c) transportation costs in excess of \$25.00 for supervisory visits. If additional expenses are incurred, such as stipends (and fringe benefits) for the cooperating teacher and/or fees for the school and/or school district, these fees also will be paid by the student.

By virtue of the signature below, the student acknowledges the potential problems and financial costs related to seeking a placement outside Area One and Area Two Placement Locations.

Student:

 Print name

 Sign

 Date

Request: ___ Approved ___ Not approved

 Director of Field Experiences

 Date

In effect as of Oct 20, 2009. Subject to change by Office of Field Experiences.

DETERMINATION OF PLACEMENT SITES AND ASSIGNMENTS

1. Students are **strictly prohibited** from arranging for student teaching sites, assignments, and cooperating teachers.
2. Office of Field Experiences policy generally prohibits assigning student teachers to schools or agencies in communities where they have attended schools, or where they, their spouse, their children, or other close family members are enrolled, employed or closely affiliated.
3. Placement sites are selected to meet program objectives and to maximize the efficient use of university resources, including assignment of university supervisors.

See Appendix B for a list of the school districts.

Exceptions to this policy are seldom granted and require submission and approval of an ***Application for Exception to Placement Policy*** available in the Office of Field Experiences. *Financial hardship or future employment plans are not acceptable reasons for an exception to placement policy.*

4. School districts, schools, and other agencies voluntarily provide prospective sites for student teaching assignments as a professional courtesy. They also have the right to cancel placements if they determine, based on professional judgment, that deficiencies in the knowledge, skills, and/or dispositions of UW-Whitewater students have a negative impact on pupils, teachers, or other members of the school or agency community.
5. Service as a cooperating teacher is a voluntary professional activity. Cooperating teachers are selected on the basis of their meeting criteria. (See "Criteria for Selection of Cooperating Teachers" in the next section of this handbook.)
6. Cooperating teachers and/or other school district or agency officials may require interviewing students before agreeing to accept them for a placement. As part of the interview, students may be asked to present a résumé, a portfolio, or other documents. Students should inquire what will be required at the interview in advance.
7. **No changes in the officially assigned semester for student teaching are allowed without permission from the appropriate department.**

UW-W College of Education School District Placement Locations (February 2006)
(Placement in all other school districts requires *Application for Exception to Placement Policy* and approval)

* Albany
 Arrowhead UHS (Arrowhead HS, Lake Country Sch, Merton Inter, Merton Primary, North Ele, North Lake Ele, North Shore MS, Richmond Ele, South Ele, Stone Bank Ele, Swallow Ele)
 * Beaver Dam
 * Belleville
 Beloit
 Beloit Turner
 Big Foot UHS (Big Foot HS, Fontana Ele, Reek Ele, Sharon Ele, Walworth Ele)
 * Brodhead
 Brown Deer
 Burlington
 Cambridge
 * Cedarburg
 * Central Westosha UHS (Central HS, Brighton Ele, Bristol Ele, Paris Ele, Salem Ele, Wheatland Center Ele)
 Clinton
 * Columbus
 Cudahy
 Deerfield
 * DeForest
 Delavan-Darien
 * Dodge Land
 East Troy
 Edgerton
 Elkhorn
 Elmbrook
 Evansville
 * Fall River
 Fort Atkinson
 Fox Point J2
 Franklin
 Germantown
 Glendale-River Hills
 * Grafton
 Greendale
 Greenfield
 Hamilton
 * Hartford UHS (Hartford HS, Central MS, Friess Lake Sch, Herman Ele, Lincoln Ele, Neosho Ele, Richfield Ele, Rossman Ele, Saylesville Ele)
 * Horicon

* Hustisford
 Janesville
 Jefferson
 Johnson Creek
 * Juda
 Kenosha
 Kettle Moraine
 Lake Geneva-Genoa City (Badger HS, Lake Geneva MS, Brookwood Ele/MS, Central-Denison Ele, Eastview Ele, Star Center Ele, Traver Ele, Woods Ele)
 Lake Mills
 Madison
 Maple Dale-Indian Hill
 Marshall
 McFarland
 Menomonee Falls
 Mequon-Thiensville
 * Middleton-Cross Plains
 Milton
 Milwaukee
 Monona Grove
 * Monroe
 * Monticello
 * Mount Horeb
 Mukwonago
 Muskego Norway
 New Berlin
 * New Glarus
 Nicolet UHS (Nicholet HS, Bayside MS, Glen Hills MS, Indian Hills Ele, Maple Dale Ele, Parkway Ele, Stormonth Ele)
 Norris
 Oak Creek-Franklin
 Oconomowoc
 Oregon
 Palmyra-Eagle
 Parkview
 Pewaukee
 Racine
 Saint Francis
 Shorewood
 * Slinger
 South Milwaukee
 Stoughton
 Sun Prairie
 * Union Grove UHS (Union Grove HS, Kansasville Ele, Union

Grove Ele, Yorkville Ele)
 * Verona
 Waterford UHS (Hartford HS, Fox River MS, Drought Ele, Evergreen Ele, Fox River Ele, North Cape Ele, Raymond Ele, Trailside Ele, Washington Ele, Woodfield Ele)
 Waterloo
 Watertown
 Waukesha
 Wauwatosa
 West Allis
 * West Bend
 Whitefish Bay
 Whitewater
 Whitnall
 Williams Bay
 Wilmot UHS (Wilmot HS, Lakewood Ele, Randall Ele, Riverview Ele, Salem Ele, Trevor Grade Sch)
 Waunakee
 West Bend
 Wisconsin Heights

*** Placement in this school district requires written request by program or placement coordinator and approval by the Director of the Office of Field Experiences**