When a teacher candidate is assigned to a P-12 classroom the paramount responsibility is to the instruction of the students in that classroom. Absence from an assigned classroom should be rare. However, professional development opportunities may arise that are beneficial to the growth of teacher candidates as prospective teachers. Teacher candidates wishing to participate in a professional development opportunity must follow the guidelines set forth in this policy.

Teacher candidates requesting permission to attend a professional development session must be sponsored by a USI faculty member. By sponsoring a teacher candidate, a faculty member is confirming that it is appropriate for the teacher candidate to attend the conference/workshop/event. Sponsoring does not imply financial assistance from either the faculty member or the university.

The teacher candidate is responsible for making arrangements to ensure that his/her absence from the classroom will not negatively impact fulfilling his/her classroom responsibilities.

A maximum of three professional development days may be granted to a teacher candidate. If the teacher candidate is absent from the classroom for five or more days (including professional development days) the field placement may be extended.

At the conclusion of the conference/workshop/event, the teacher candidate will submit a two-page reflective paper discussing the knowledge gained that will positively impact his/her teaching.

The following steps will be followed:

1. The teacher candidate completes, prints, and signs the appropriate form (see attached).
2. The teacher candidate secures the signature of a faculty sponsor.
3. The teacher candidate submits the form with the original signatures to the Director of Advanced Clinical Experiences and Co-Teaching (Education Center 3116) at least one month in advance of the conference/workshop/event.
4. The Director of Advanced Clinical Experiences and Co-Teaching, confers with the Chair of Teacher Education and the Associate Dean for Teacher Education, and approves or denies the request. If possible, the cooperating teacher and university supervisor are consulted in making the decision.
5. The Director of Advanced Clinical Experiences and Co-Teaching notifies the teacher candidate of the decision via email. The Director will also notify the cooperating teacher and university supervisor.
6. The teacher candidate provides the cooperating teacher and the university supervisor with a copy of the approved form and discusses with them any adjustments to the schedule and instruction that are needed during his/her absence.
7. Within five days of returning from the event, the teacher candidate submits the reflective paper to the Director of Advanced Clinical Experiences and Co-Teaching. ([jrietman@usi.edu](mailto:jrietman@usi.edu))

Questions may be sent to Mrs. Joyce Rietman via email ([jrietman@usi.edu](mailto:jrietman@usi.edu)) or via phone (812.228.5084)

Submit completed, signed forms to: Mrs. Joyce Rietman, Education Center 3116

Questions: Contact Mrs. Rietman via email at [jrietman@usi.edu](mailto:jrietman@usi.edu) or via phone at 812.228.5084

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | | |
| Teacher Candidate’s Name | | | | | Click here to enter text. | | | | | Date | | Click here to enter text. |
| Candidate’s Email | | | | | Click here to enter text. | | | | | | | |
| Conference/Workshop/Event Information | | | | | | | | | | | | |
| Title | | Click here to enter text. | | | | | | | | | | |
| Location | | Click here to enter text. | | | | | Dates | Click here to enter text. | | | | |
| Please discuss the theme of the conference/workshop/event and the specific knowledge you hope to gain which will make you a more effective teacher. [Please type in the space immediately below. Note the space will grow as you type.] | | | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | | | |
| Please discuss arrangements you will make to ensure that your absence from the classroom will not negatively impact fulfilling your responsibilities in the classroom [Please type in the space immediately below. Note the space will grow as you type.] | | | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | | | |
| Sponsoring USI Faculty Information | | | | | | | | | | | | |
| Faculty Member’s Name | | | | Click here to enter text. | | | | | | | | |
| Email | | | | Click here to enter text. | | | | | | | | |
| Teacher Candidate Signature | | | | | | | | | | | | |
| By signing below, I understand the following:   1. At the conclusion of the conference/workshop/event I must submit a two-page paper discussing the knowledge gained that will positively impact my teaching. 2. If I am absent from the classroom for five or more days (including professional development days) my field placement may be extended. | | | | | | | | | | | | |
| Signature |  | | | | | | | | Date | |  | |
| Required Signatures | | | | | | | | | | | | |
| Approved Denied | | | Faculty Sponsor | | |  | | | Date | |  | |
| Approved  Denied | | | Director of Advanced Clinical Experiences and Co-Teaching | | |  | | | Date | |  | |