Student Teaching: Attendance Clarification
For University Supervisors/SMT’s, Collaborating Teachers, and Student Teachers
Kennesaw State University
Center for Education Placements & Partnerships

1. Regular attendance and punctuality are critical to success in student teaching.
2. Student teachers will follow the calendar schedule of the school district in which they are placed. For example, the student teacher will observe the spring break, fall break, Thanksgiving holiday, etc. of the school district in which he/she is placed (and not the holiday schedule of KSU).
3. If the school district closes schools for inclement weather or other reasons, the student teacher will follow the same attendance instructions as faculty. NOTE: If school system make-up days occur during the scheduled 15 weeks of student teaching, the student teacher will follow the same schedule as faculty. If not, the student teacher will not be required to make up the missed days.
4. Student Teachers must notify the collaborating teacher and the university supervisor of any absence. When a student teacher knows in advance of an absence, he/she must notify and obtain approval from the collaborating teacher and the university supervisor. The collaborating teacher and the university supervisor, working together, will decide and then will inform the student teacher if the absence must be made up. If the absence is an emergency, the student teacher must notify the Collaborating Teacher and the University Supervisor who will again discuss the situation and inform the student teacher if the absence must be made up.
5. Student teachers will follow the daily faculty schedule of the school in which they are placed and will comply with any additional requests from the collaborating teacher. For example, if
the collaborating teacher requests that the student teacher be in the classroom ready to receive students earlier than the school schedule requires, the student teacher must comply.

6. Student teachers must participate in any school system in-service day, faculty meeting, PTSA meeting, etc. required of the collaborating teacher. Additionally, student teachers must attend mandatory university seminars.

Full-time Teaching Requirements

1. Kennesaw State University requires a full semester of Student Teaching Experience. A full semester is 15 weeks or 75 days. Of these 15 weeks, 8 to 10 weeks should be planned by the collaborating teacher, university supervisor and student teachers as full-day teaching experiences. Other, more specific requirements should be stated in the university supervisor’s syllabus and discussed with the collaborating teacher and the student teacher.

2. University Supervisors should give the collaborating teacher a copy of the Student Teaching course syllabus so that expectations of the student teacher are the same.