



**Wayne State University – District Partnership Agreement
Long-Term Substitute Permit Internship**

Purpose

The purpose of the partnership between the Office of Educational Partnerships and Experiences (EdPE) in the Division of Teacher Education (TED) at Wayne State University and [INSERT SCHOOL DISTRICT NAME] is to jointly prepare effective B-12 educators who are reflective, innovative, and committed to equity for diverse learners. This document is to ensure that both EdPE and [INSERT SCHOOL DISTRICT] agree to the following requirements for Long-Term Substitute Permit Internship.

Overall Guidelines

1. Long-term substitute opportunities during student teaching are only considered for Partner Districts. Exceptions are rare and up to the sole discretion of the EdPE Director and TED Assistant Dean.
2. A long-term substitute teaching experience may only be used during the candidate's student teaching semester.
3. All requests made by the school district for a candidate to be hired in a long-term substitute position to meet their student teaching requirement must come directly from the school district Human Resources office.
4. The long-term substitute teaching experience must be in the same school as the student teaching placement.
5. The long-term substitute teaching experience must be in the content and grade level for which the candidate is seeking certification.
6. Request must be submitted **at least 10 days prior** to the start of the candidate's student teaching semester for requests that start at the beginning of the term. For requests after the beginning of the term, candidates must have a successful evaluation of the first Coaching and Observation Cycle of the semester in order to be considered for a Long-Term Substitute Permit Internship.
7. The candidate **must meet ALL of the following** requirements in order to be considered for the Long-Term Substitute Permit Internship by the EdPE Director and TED Assistant Dean:
 - Must have earned a B+ or higher in Pre-Student Teaching
 - Must have earned a B+ or higher in all Methods Courses
 - Must have all courses for certification and graduation complete, except student teaching
 - Must have passed all required MTTC tests
8. The candidate **must** have the approval from all of the following:
 - Clinical Instructional Coach (CIC)
 - EdPE Director
 - Assistant Dean of the Teacher Education Division
 - School district HR office
 - School principal
 - Mentor Teacher
9. The candidate and the EdPE Director will discuss the requirements of the Long-Term Substitute Permit Internship.

10. If the candidate meets all of the requirements in item 7 above, and all approvals in item 8 above are granted, the candidate still has the choice to forgo the Long-Term Substitute Internship opportunity and instead, have the standard student teaching experience.
11. The candidate must not have a conflict of interest with the school district in this long-term substitute teaching experiences (as determined by the EdPE Director and Assistant Dean of the Teacher Education Division).
12. It is noted that the process, from review of the school district request to the school district signing off on the candidate's Long-Term Substitute Internship hiring paperwork, typically takes 2-3 weeks to complete.

Candidate Responsibilities

Candidates must complete all expectations and requirements of student teaching. This includes, but is not limited to:

- Formal observations by a WSU CIC (including pre- and post-conferences) and any additional assignments
- Seminars (candidate must be released from long-term substitute responsibilities for these seminars)
- Capstone event (candidate must be released from long-term substitute responsibilities for this event)
- Attendance logs

WSU Educational Partnerships and Experiences (EdPE) Responsibilities

EdPE commits to all activities and supports provided to student teachers. EdPE will

- Provide ongoing support for the candidate
- Provide a Clinical Instructional Coach to support and evaluate the candidate
- Provide seminars
- Work with the School District to help the candidate transition to a long-term substitute position

School District Responsibilities

The School District commits to the success of the candidate, and thus will:

- Provide a highly effective teacher (certified in same content & grade levels for which candidate is seeking certification) to serve as a Mentor Teacher for the candidate.
- Ensure the Mentor Teacher completes a classroom observation of the candidate each month and provides detailed and constructive feedback.
- Complete and submit the Mentoring Plan Form
- Agree to release the teaching intern for seminars and the Capstone Event

Submission Requirements

- The District Human Resources representative must return this document with the necessary signatures from the school district
- The Mentor Plan **must be included as an attachment**

Signatures

The undersigned agree to the above expectations and responsibilities. Changes may be made as needed, as agreed upon by both organizations.

Wayne State University
 College of Education
 Division of Teacher Education
 5425 Gullen Mall, Detroit, MI 48202

[INSERT School District Name]
 [INSERT School District Address]

Signature and Date
 [NAME of EdPE Director]
 Director, Educational Partnerships and Experiences

Signature and Date
 [INSERT Name District Central Office Representative]
 [INSERT Title District Central Office Representative]

Signature and Date
[NAME of Teacher Candidate]

Signature and Date
[INSERT Name of Building Principal]
Principal, [INSERT Building Name]

Signature and Date
[NAME of Teacher Education Assistant Dean]
Assistant Dean, Teacher Education Division

Signature and Date
[INSERT Name of Mentor Teacher]
Mentor Teacher, [INSERT Building Name]

FORM APPROVED
PG
26 SEPT 2023
OFFICE OF THE
GENERAL COUNSEL