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National College of Education Paid Student Teaching Information Packet 2024-2025

For Master of Arts in Teaching Programs:

Early Childhood Education (ECE)
Elementary Education (ELE)
Middle Grades Education (MGE)
Secondary Education (SEC)
Special Education (SPE)

Welcome!

This packet of information explains who is eligible in MAT programs at National College of Education, National Louis University, to apply for a paid student teaching experience.

Please note that the student teaching requirements for the traditional program also apply to paid student teaching candidates. Please reference your program's Handbook for more details:

<https://nl.edu/national-college-of-education/current-students/program-handbooks-and-materials/>

Illinois State Board of Education (ISBE) Paid Student Teaching Qualifications

As determined by the Illinois State Board of Education (ISBE) State Educator Preparation and Licensure Board (SEPLB), an individual may receive credit for student teaching or pre-student teaching clinical experiences that are completed during the time for which the individual is paid as a teacher only when the individual has:

...at least two years of fulltime teaching experience in a school or community-based early childhood setting and the student teaching is conducted with his or her current employer and meets the requirements of his or her preparation program.

Furthermore, the candidate must meet one or more of the following conditions:

1. holds no educator license issued pursuant to Article 21B of the School Code and performs the student teaching or pre-student teaching clinical experiences in a **charter school** established under Article 27A of the School Code or a **nonpublic school** recognized or seeking recognition pursuant to 23 Ill. Adm. Code 425; or
2. is authorized for payment through the *Grow Your Own* Education Act -Section 25(g) [110 ILCS 48/25(g)]; or
3. holds an educator license with stipulations endorsed for **transitional bilingual educator**, career and technical educator, or provisional career and technical educator and works in a school district

Section 25.620 Student Teaching (Source: Amended at 41 Ill. Reg. 8813, effective December 4, 2019)

For purposes of this rule, please note:

- The applicant must be enrolled in an approved teacher preparation program
- The applicant must be supervised by an official from the university
- The applicant's skills and abilities must be evaluated during the student teaching assignment
- The rule allows for compensation for student teaching; it does not require compensation
- The applicant must demonstrate two years of classroom teaching prior to paid student teaching

Students may access the rules through the following address:

<ftp://www.ilga.gov/jcar/admincode/023/023000250H06200R.html>

NLU Qualifications and Requirements for Paid Student Teaching Candidates

In addition to the ISBE qualifications listed above, all paid student teaching candidates must meet the following NLU requirements:

1. All General Education requirements for candidate's program are complete
2. All prerequisite and deficiency courses are complete
3. Verification of pre-clinical observation hours required by program are complete
4. Content Area Test(s) for licensure passed prior to student teaching
5. A copy of the most recent academic year's teacher evaluation completed by the school administration or department chair
6. Agreement for Paid Student Teaching Agreement form signed by the school administrator (serves as the administrator's recommendation)

Additional Paid Student Teaching Details

1. Paid student teaching candidates are expected to attend the regularly scheduled **student teaching seminars**. The school in which they are teaching must make arrangements for coverage of the candidates' classes on seminar days as needed.
2. The candidate's school administrator will appoint a qualified on-site **mentor teacher** who will support the candidate throughout the term (see the *Agreement for Paid Student Teaching* form below). The mentor will meet regularly with the candidate to provide day-to-day assistance in areas such as understanding the educational community, student-teacher-parent communication, and the ethics of teaching. In addition, the mentor will observe the candidate a minimum of two times. Each observation of the candidate will be supported by written documentation and a post-observation conference. Mentors will also complete a midterm and final Competency Appraisal of the candidate.
3. National Louis University will assign a **University Supervisor** to the paid student teaching candidate. The supervision will be completed in the same manner as that of traditional student teachers, including a midterm and final Competency Appraisal of the candidate.
4. **Evaluation** by the NLU University Supervisor, mentor teacher, and the candidate will be completed using the same Competency Appraisals as that of traditional student teachers.

Application Process & Required Documentation for Paid Student Teaching

Please read the information carefully and submit all the required paperwork as listed below in the Sonia Online field experience management system (sonia.nl.edu). Paid Student Teaching application and materials are due on the [following deadlines](#) (based on your program and the term you're student teaching). If you have questions, contact your Graduate Academic Advisor.

1. **NLU Paid Student Teaching Application:** Candidate must be complete the Paid Student Teaching application form and all required fields.
2. **Resume:** Candidates must submit a current professional resume. Candidates must have practicum or teaching experiences in grade levels as required by program policies.

3. **Administrator Agreement:** The candidate must submit a recommendation from a school administrator at the placement site and documentation of assignment to a classroom within the guidelines of the ISBE policies. This information is provided by the school administrator on the *Agreement for Paid Student Teaching* form – template is below. Candidates upload the completed form in Sonia.
4. **Evaluation of Teaching Record:** The candidate must submit documentation of successful teaching experience in the form of the most recent teacher evaluation as completed by the school principal or department chair. Candidates upload the evaluation in Sonia.

Application Review & Approval

Approval is not automatic. Once documents are submitted in Sonia, they are then sent to the Director of Teacher Preparation for review and approval. If approved, the Office of Field Experience team will complete the confirmation of placement.

If the candidate is NOT approved for a paid student teaching experience, he or she will be required to complete the traditional, unpaid student teaching requirement for the program in which he or she is enrolled.

Termination of Paid Student Teaching

A decision to terminate this experience can be made. Procedures are in place for students experiencing difficulties in field experiences, and such procedures would apply to these student teachers. Each decision is made in the best interests of the children in the classroom. Candidates who are terminated from the paid position would be allowed to petition for an opportunity to request a traditional, unpaid student teaching experience in a more closely supported and supervised setting.

AGREEMENT FOR PAID STUDENT TEACHING

Completed by School Administrator



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An NLU M.A.T. candidate has requested a **paid student teaching position** at your school in place of the traditional unpaid student teaching experience. To assure that the candidate receives a quality experience designed to facilitate professional development, NCE requires this signed agreement by a school administrator.

Candidate Information	
NLU Candidate Name:	
Current Position Name (including grade/subject):	
Site Information	
Name of School:	
School Address:	
Principal Name:	
Principal Email:	
Mentor Teacher Information	
A mentor (or cooperating) teacher is assigned to the NLU candidate to provide classroom observations and regular support. The mentor must meet the following qualifications: - Three or more years teaching experience - Licensed and endorsed in the areas congruent with this position - Received a performance rating of proficient or above in his or her most recent evaluation	
Mentor Teacher Name:	
Current License:	
Current Position (including grade/subject):	
# of Years Teaching Experience:	
Please describe why this mentor was selected:	
Acknowledgements	
I verify that this placement has been approved by the school district/administration in accordance with HR policies. ☐	
I understand that the candidate will need to make arrangements to meet the seminar and other assignments required for student teaching ☐	
I understand that the candidate will be evaluated by the mentor and a university supervisor ☐	
I agree to inform the university supervisor of problems that may arise in the student teaching experience and assist in their remediation or solution ☐	
Confirmation	
Signature of School Administrator	
Date	