

## **OUT-OF-AREA/OUT-OF-STATE PLACEMENTS**

A candidate requesting an out-of-area/out-of-state placement due to extenuating circumstances or seeking an assignment that provides exceptional professional experiences that would not be afforded by a local placement must submit a written request and receive the approval of the degree program area coordinator, the unit head, the Coordinator of Clinical Practices, and the PEU Field Experiences Committee. Securing placements and supervision are the responsibility of the Office of Clinical Practice and the program area coordinator.

Extenuating circumstances may include, but are not limited to, medical or health issues that would impede the progress of the pre-service candidate's internship, family issues that would cause a hardship in the pre-service candidate's ability to successfully complete the student teaching assignment, or an issue of personal concern that cannot be addressed through a change in local placement site. Financial exigency alone is not grounds for an out-of-area/out-of state placement.

Candidates granted an out-of-area/out-of-state placement must meet all clinical practice deadlines and requirements, including attendance of on-campus meetings and are required to pay the following fees:

1. All necessary and appropriate fees required in securing and finalizing the placement (e.g., such as reimbursement for cooperating teacher, supervisor, etc.). These fees are payable to the Office of Professional Education or designated office and/or out-of-state university at the beginning of the semester in which the placement is sought.
2. If a recommendation for licensure/certification is to be made by Oklahoma State University, the candidate is responsible for reimbursing visits performed by the cooperating institution. All other criteria pertaining to in-state clinical practice placements apply as previously stated.
3. OSU fees - A non-refundable administrative fee to cover time and extra work related to securing an out-of-area placement may be assessed when an approved request is submitted to the Clinical Practices office. The fee is due upon approval of designated site/s.
4. Supervising teacher fees - The out-of-area/out-of-state supervising fee is determined by each supervisor, the out-of-area/out-of-state university, and the Clinical Practices Office and typically ranges from \$400 to \$800 to cover the expenses incurred to conduct the required observations and student teaching evaluations. Students are responsible for all costs related to their out-of-area/out-of-state supervision. The fee is to be paid to Office of Professional Education, who will then pay the supervisor.
5. Cooperating teacher fees - Whereas local cooperating teachers are compensated with free tuition vouchers, an out-of-area/out-of-state cooperating teacher may not benefit from such compensation. At the very least, the student teacher is expected to write a thank-you note to his or her cooperating teachers.
6. Additional fees - The local (out-of-area/out-of-state) cooperating university may require a fee for supervision for student not enrolled in their university or require co-registration in additional credits as a student at their university to attend their student teaching seminars.

Exceptions to this policy are permitted for students who are enrolled in programs that have a specific out-of-area/out-of-state placement policy and for students who participate in special placements abroad.

Qualifications for consideration of out-of-state/out-of-area placement request:

1. Minimum cumulative 3.0 GPA and 3.0 GPA in content/certification area classes
2. Successful interview with Program Area Coordinator presenting your request for an out-of-area placement
3. Recommendation from Program Area faculty
4. Agreement from local (out-of-area/out-of-state) university to supervise the student teacher
5. Availability and willingness of qualified university-affiliated supervisor to observe and evaluate student teacher
6. A memorandum of understanding signed by the student, the Program Area Coordinator, and the Coordinator of Clinical Practice must be on file prior to the request for placement being sent to the school district. The out-of-area/out-of-state university may require additional signed documentation.