

HARDING

U N I V E R S I T Y

Cannon-Clary College of Education Absentee Policy for Student Teaching Semester

- 1. Students are expected to attend all classes during the block semester. One unexcused absence will be permitted. Any additional unexcused absences will result in suspension from the class. Appeals may be made to the College of Education Attendance Committee. If appeal is made, the student must continue in class until the appeal is heard.**
- 2. No unexcused absences are permitted during student teaching. Any unexcused absence will result in suspension from student teaching. Appeals may be made to the College of Education Attendance Committee. If appeal is made, the student must continue in student teaching until the appeal is heard.**
- 3. The professional studies component of the Teacher Education Program shall include direct, substantial, quality participation in student teaching for 16 complete weeks for Early Childhood/SpEd and 12 complete weeks for Secondary. Students are expected to be present at their teaching assignment, daily, for the duration of student teaching. Any absences must be approved by the Director of Professional Field Experiences, room cooperating teacher, and the principal of the school. More than three absences (death in the family, illness, job interview, school-approved trip) for any reason, will result in the student having to make up the days missed before a diploma can be received. One of the three excused absences may be reserved for a job interview, leaving two excused absences for illness or emergencies. Three tardies are equivalent to one absence.**

Please call **279-4050** if you are going to be absent from student teaching (illness or whatever reason). We have voice mail so you can leave a message at any time of day or night. You must also call your Cooperating Teacher and University Supervisor. Also, any Harding University related trips (chorus, Alpha Chi, etc.) cannot be taken without prior written request and approval from the Director of Professional Field Experiences.