

# Guidelines for Student Teacher Ethical Behavior During Internship

- Give top priority in time, attention, and preparation to the student teaching assignment.
- Keep non-student teaching responsibilities to a minimum.
- Dress professionally and be well groomed at all times.
- Attend orientation meeting prior to the beginning of your student teaching.
- Be punctual and regular in attendance. School board policies dictate the established work day and student teachers are expected to follow these policies.
- Do not leave the school during school hours without the prior approval of your cooperating teacher.
- Address your cooperating teachers by proper name and title when in front of students and parents. Students in your assigned school should not be allowed to call you by your first name.
- Conform to the schedule of activities, using all experiences to increase your knowledge of the total school environment.
- Take the initiative to arrange time as needed for assistance with planning and evaluating. Remember that your cooperating teacher and university supervisor are here to assist you.
- Determine with the cooperating teacher what classes you will teach and what unit you will develop and teach.
- Make long range lesson plans in coordination with the cooperating teacher.
- Check unit plans, lesson plans, assignments, materials, etc., with the cooperating teacher.
- Prepare thoroughly and carefully for each day of teaching.

- Be creative when planning lessons and preparing materials to present the lessons.
- Inform the cooperating teacher and university supervisor as soon as possible in the event of an unavoidable tardiness or absence.
- Become acquainted with the secretary, school nurse, librarian, custodian, and other auxiliary personnel as well as the principal and teaching staff. Be appreciative of the services they provide.
- Become acquainted with the various learning materials and resources available.
- Do not discuss student problems, parents, teaching staff, etc., outside the classroom. Discussions with the cooperating teacher should stay with the teachers or Oakwood College supervisors. Confidentiality is a must!
- Become acquainted with the cumulative records and other files pertinent to the students with whom you work.
- Become familiar with the population served by the school to which you are assigned.
- Know the school regulations and rules affecting the students for whom you are responsible.
- Attend faculty meetings, PTA/Home & School, and other related school functions whenever it is appropriate to do so.
- Attend student teaching seminars and other meetings scheduled for student teachers.
- Continually engage in self-evaluation of your teaching performance for the purpose of sharing information with your cooperating teacher and university supervisor.
- Take responsibility to make sure all forms are completed and submitted to your cooperating teacher and Oakwood College supervisor.
- Keep current regarding educational issues involving your school and district.
- All information which the intern receives about pupils in his/her class or school is to be kept confidential.

- An intern should be more concerned with what is being achieved with the pupils than with the impression being made on the Supervising Teacher or the College Supervisor
- The intern should maintain the dignity necessary to gain the respect of his/her pupils.
- The intern should show enthusiasm concerning the learning experiences being developed with pupils.
- The intern should be sensitive and courteous to all pupils.
- The student should consider himself/herself a member of the community in which he/she is teaching and act accordingly.
- Disciplinary measures used by the intern should conform to the instructions of the supervising teacher.
- The intern must be an example to his/her pupils in every way--physically, mentally, and ethically.
- The intern should be just as interested in and as ready to assist with the improvement of a class as if it were his/her own.
- The intern must realize that each pupil is an individual and must take into consideration individual abilities, interests, and capacities for learning.
- The intern must be completely impartial in interacting with pupils, and must constantly strive to be fair while judging pupils' actions
- The intern should refrain from imposing his/her religious or political values upon his/her pupils, and should exhibit broad-minded, tolerant attitude toward other groups and individuals.