

**Murray State University**  
**College of Education and Human Services**  
**Student Teaching Policies**

**Admission to Student Teaching**

1. Candidates must complete an Admission to Student Teaching Orientation **two (2)** semesters before they student teach. An application for Admission to Student Teaching must be started during the orientation.
2. Candidates complete their GPA Calculation Form and In-Progress Audit and Component Sheet (according to directions provided during the orientation) and meet (in-person or by video conference) with their advisor to review both items and complete requirements for both items as specified at the orientation.  
**Note:** Cumulative GPAs, reflecting all undergraduate coursework, are calculated by the university.
3. Candidates who have completed Steps 1 and 2 sign up for student teaching interviews during the **first two weeks** of the semester preceding the semester they plan to student teach.  
**Note:** Candidates must be officially admitted to Teacher Education before they attend student teaching placement interviews.

Anticipated Student Teaching Semester	GPA Calculation Form and In-Progress Audit and Component Sheet Deadline	Sign-up for Student Teaching Interviews	Student Teaching Interviews
Fall 2026	Friday, October 17, 2025	Registration opens 1/12/2026	Interviews begin 2/3/26
Spring 2027	Wednesday, March 27, 2026	Registration opens 8/18/2026	Interviews begin 9/1/26

4. **Interviews will be conducted via Zoom.** To secure student teaching placements, candidates are required to attend a scheduled interview session.
5. To be admitted to student teaching, candidates complete these requirements:
  - a. Complete an Admission to Student Teaching Orientation.
  - b. Complete 100% of university studies, professional education core courses, and program-specific coursework (except student teaching). This includes completing all coursework with grades I, E, or R before the student teaching semester.  
**Note:** Any exception to this rule must be requested in writing by the student's advisor and approved by the dean of the College of Education and Human Services. As per MSU bulletin, "If an exception is made in any individual instance, the undergraduate must have an overall grade point average of at least 3.0 or at least 3.0 for the previous semester." Request forms are available at TES. Request must be approved by the COEHS Dean.
  - c. Achieve and maintain a GPA  $\geq 2.75$  in each of these areas: overall hours attempted, professional education, certifiable major, and/or other area(s) for which the candidate is seeking certification.
  - d. Provide documentation of the required 200 hours of clinical (field) hours and required components to EPSB (KFETS) and Teacher Education Services (Audit and Component Sheet).
  - e. Submit physical, TB Risk Assessment, PBIS (I and II), and other required items in the supplemental items section of their application.
  - f. Complete criminal record and Child Abuse and Neglect (CAN) checks.
  - g. Submit a copy of First Aid/CPR/AED Certification and/or ServSafe Food Certification to TES for approval. These items are required only by certain programs. Check with your advisor to see if one or both of these are required by your program.
  - h. Successful Practicum Checkpoint reviews.
  - i. Submit student teaching application at student teaching seminar.

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**Student Teaching Placements**

1. Candidates must be admitted to Teacher Education and Student Teaching as per guidelines listed in the previous section.
2. MSU creates Memorandums of Understanding (MOU) with P-12 school districts delineating agreed-upon roles and responsibilities for co-designing and implementing clinical and student teaching experiences.
3. The TES Coordinator of Student Teaching and P-12 administrators identify qualified Cooperating Teachers based upon these criteria: effective classroom management, best instructional practices as measured by student achievement, mastery of content knowledge, aptitude, and ability to mentor preservice educator, varied assessment to inform instruction, standards-aligned teaching, creation of a learning community to support a diverse student population, and previous evaluations of the cooperating teacher.
4. The TES Coordinator of Student Teaching works with P-12 administrators to assign student teachers with qualified Cooperating Teachers in these school districts:
  - a. in Kentucky: Ballard, Caldwell, Calloway, Carlisle, Christian, Crittenden, Dawson Springs Independent, Fulton, Fulton Independent, Graves, Henderson, Hickman, Hopkins, Jefferson, Livingston, Lyon, McCracken, Marshall, Mayfield Independent, Muhlenberg, Murray Independent, Paducah Independent, Shelby, Todd, Trigg, Union, or Webster; and
  - b. in Tennessee: Henry or Paris Special District.
5. Murray State University faculty serve as University Supervisors of student teaching experiences; therefore, the EPP does not place student teachers outside the designated districts or in other states.
6. All student teaching assignments are all-day for a minimum of 70 days. Candidates provide their own transportation.
7. During the Student Teacher Interview, candidates may request preferred school systems, subjects, or grade levels for their student teaching experiences. **These preferences are considered but cannot be guaranteed.**
8. Candidates may student teach within the school district they attended, provided specific conditions are satisfied. Student teachers will not be assigned to schools where they have social or familial connections (such as children or grandchildren attending). In cases where a district possesses only one school at a particular grade level (e.g., one elementary school), the district can appeal to the COEHS Dean for an exception to this policy. The superintendent should submit an exception request via email to the COEHS Dean ([dwhaley2@murraystate.edu](mailto:dwhaley2@murraystate.edu)). The Dean will collaborate with the Director of Teacher Education Services to address the exception.
9. Student teaching assignments are sent via MSU e-mail at the end of the semester preceding the student teaching assignment. After receiving the assignment, candidates contact the principal and cooperating teacher to arrange a meeting and to complete a federal background check through the Board of Education of each placement(s). The Coordinator of Student Teaching will provide information on procedures.
10. The first seminar is held the week before MSU courses begin. Additional seminars will be held throughout the student teaching semester. Attendance is mandatory at all student teaching seminars. Information on certification and entering the job market, will be provided during the seminars. You will be notified of the seminar dates during your student teaching placement interview.
11. **Kentucky Teacher Performances Standard and Teacher Performance Assessment (TPA)**  
COEHS Policy 6.8 requires students to create a TPA documenting mastery of the Kentucky Teacher Performance Standards. During student teaching, the student develops a TPA to demonstrate their ability to design instruction, assess learning, and analyze student results. The TPA is scored by the university supervisor and a second reader from the COEHS or the University.

## College of Education and Human Services

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To receive credit for student teaching, enroll accordingly to your major.

Major	Student Teaching Course	Student Teaching Course
IECE	ELE 421 (7 hours)	ELE 421 (7 hours)
Elementary	ELE 421 (7 hours)	ELE 421 (7 hours)
Secondary*	SEC 421 (14 hours)	
Middle School (2 track)	MID 421 (7 hours)	MID 421 (7 hours)
Middle School (1 track)	MID 421 (14 hours)	
HPE	SEC 421 (7 hours)	ELE 421 (7 hours)
LBD	SED 421 (7 hours)	ELE 421 or MID 421 (7 hours)
Music/TESOL/Art	SEC 421 (7 hours)	ELE 421 (7 hours)

\*Secondary: English/History/Math/Biology/Chemistry/Japanese/Geoscience/Political Science/Physics/Spanish/Agriculture/CTE

12. **Do not register for any other class during student teaching except for those listed above.** Any exception to this must be requested in writing by your advisor and approved with a signature by the Dean for the College of Education and Human Services. (also see **5B** under ‘**Admission to Student Teaching**’)

### Unsatisfactory Student Teaching Performance Procedures

1. After one unsuccessful undergraduate or graduate student teaching placement due to unsatisfactory performance, a plan for improvement may be deemed necessary by the College of Education and Human Services. This plan will be prepared and reviewed with the student. No student may reapply for student teaching until the improvement plan has been successfully completed. Once the improvement plan has been successfully completed by the student, the student may reapply for admission to student teaching and, if admitted, a new placement will be pursued. Successful completion of any plan of improvement does not guarantee readmission to student teaching.
2. Any student who has an unsuccessful undergraduate placement or graduate placement due to unsatisfactory performance may be refused re-admittance to student teaching if it is determined the student’s performance/conduct during the placement was so egregious, unprofessional, or otherwise grossly incompetent as to render consideration of an improvement plan and/or a second placement inadvisable. A student who reapplies and is denied admission to student teach on such grounds will be informed in writing of the Admission to Teacher Education Committee’s decision. The grounds stated here are not the exclusive reasons for denying readmission.
3. A student denied readmission to student teaching as per the above may pursue an appeal as per the College of Education and Human Services Grievance Procedure.
4. Any student who has had two unsuccessful undergraduate placements or graduate placements shall not be readmitted to student teaching.
5. An unsuccessful placement includes, but is not limited to, termination of placement due to unsatisfactory performance. An unsuccessful placement may exist regardless of any assigned grade (e.g. X, I, W, WP, or E).

### GPA Rule and Student Teaching

Any student with **less than a 2.75 overall minimum GPA** or in any **required academic** or **professional education** area **will not** be allowed, under any circumstance, to begin student teaching.

### Reminder

Take the PRAXIS Subject Assessment(s) and the Principles of Learning and Teaching exam which are required for issuance of a certification to seek a teaching position in Kentucky. The Application for Kentucky Teacher Certification will be discussed during the student teaching seminar. Certification applications for other states cannot be completed until you have met the requirements for Kentucky certification.

**Score Recipients must be Murray State University 1494 and KY EPSB 7283.** We encourage you to use your SSN when registering with ETS, as your SSN is used by EPSB to match your ETS scores with your EPSB account.