

OUSD University Placement Process University Supervisor Guidelines

We are excited to be part of your student(s) journey toward becoming a member of the education profession. In preparation for your time here in Oceanside please read through the following information and timelines.

Timelines

NEW PARTNERING UNIVERSITY MOUs

Semester of placement	MOU due to HR	MOU considered by the Board of Education
Fall (August and September start)	June 5	Last June Meeting
Spring (January start)	October 25	November Meeting

Placement Requests Due to Human Resources. Must be submitted by university supervisors.

***Students may not request placements, nor may they coordinate placements with sites directly.**

Semester of placement	Request due to HR via process below	Universities notified if placement made (no later than)
Fall (August and September start)	August 1	August 15
Spring (January or spring start)	December 1	December 15

Student Teacher Placement Process

A. Student Teachers

- a. The university placement coordinator submits a request via [Google form](#). **Students may not request placements, nor may they coordinate placements with sites directly.**
 - i. Second semester placements requests are due by **December 1**
 - ii. Fall 2024 Placement requests are due **August 1.**
 - iii. ***Requests made after the deadline cannot be considered.***
- b. Approved OUSD Mentors are notified of available student teachers and matches are arranged

- c. If placement is agreed to, email the university placement coordinator, master teacher, and admin the details of the placement
 - i. Fall notifications are made by **August 15**.
 - ii. Spring notifications are made by **December. 15**
- B. Pre-student Teaching or Practicum Hours
 - a. University students shall contact schools in which to serve directly and coordinate their fieldwork hours.
 - b. As of 9/17/22, observers and student teachers/practicum students no longer need to provide proof of vaccination in order to observe/student teach

Practicum Placement Process

(SLP, Social Work, School Counselors, School Psychologists)

- A. The university placement coordinator submits a request via [Google form](#).
Students may not request placements, not may they coordinate placements with sites directly.
 - a. Second semester placements requests are due by **December 1**
 - b. Fall 2024 Placement requests are due **August 1**.
- B. Approved OUSD Mentors are notified of available student teachers in December
- C. If placement is agreed to, email the university placement coordinator, master teacher, and admin the details of the placement
 - a. Fall notifications are made by **August 15**.
 - b. Spring notifications are made by **December. 15**

Required for all university placements:

- Current MOU with university
 - Minimum of \$1,000,000/\$3,000,000 general liability insurance to be included in the language of the agreement
 - Board of Trustees approval prior to the first placement
 - For new placements to begin in the Fall semester, MOUs must be approved by the last June board meeting and are due to Human Resources by June 5.
 - For new placements to begin in the spring semester, MOUs must be approved by the November board meeting and are due to Human Resources by October 25.
- We do not provide email addresses for any university student placements

- Placement request form must be submitted by university placement coordinator or supervisors. We do not accept requests via email or from students themselves.
 - [Student Teacher Placement Request Link](#)
 - [Practicum Placement Request Link](#) (for SLP, Social Work, Counselors, Psychologists)
- Student-teacher placements require the university to have a G-Suite Workplace
 - Allows student-teacher access to the Google Classroom
 - Access is granted with the student's university email address
- OUSD does not provide email addresses for any university student placements.
 - Their university email address will gain them access to the master teacher's Google Classroom settings
 - IT "whitelists" the universities domain name to allow this access
- Student-teachers should not reach out directly to a teacher to request to be placed with them.
- Placements require administrator/evaluator approval.
- MOU agreements require
 - Minimum of \$1,000,000/\$3,000,000 general liability insurance to be included in the language of the agreement
 - Board of Trustees approval prior to the first placement