

In a few select situations, there is a need to make a change in the teacher intern's placement or university supervisor/success coach. Please note that changes to a teacher intern's placement or university supervisor/success coach are rarely made. The decision to make a change in placement is made between the respective WSU and district administrators and faculty, with input from the teacher intern, as well. WSU Assistant Dean of Initial Programs, university administration and faculty, and district administrators and faculty will review and discuss the evidence accompanying the change in placement or university supervisor/success coach request before making a decision to remove the teacher intern from his/her current placement or changing supervision. Ultimately, decisions are made by the Assistant Dean of Initial Programs with an opportunity to appeal the decision to the Dean of the College of Applied Studies. The Change of Placement Request Form (see next page) must be initiated when a change of placement is being requested.

WSU Teacher Education Change of Placement or University Supervisor/Success Coach Request Form

Date initiated: _____

Part I: Parties Involved

Teacher Intern _____ WSU ID _____
University Supervisor/Success Coach _____
Current School Placement _____
Cooperating Teacher _____

Part II: Person(s) initiating request (please check all that apply):

Teacher intern University Supervisor Success Coach
 Cooperating Teacher Principal Other

Part III: Evidence Reviewed and Discussed

Please attach a written summary explaining and justifying your request for a change in your teacher intern placement or university supervisor/success coach. Attach all evidence related to your request, e.g., e-mail discussions, evaluations and lesson plans. Copies of all information must be submitted CASA.

Part IV: Decision Recommended, Signatures

Considering the discussions and evidence presented, please sign and indicate whether or not you support a change of placement or university supervisor/success coach for the teacher intern. Brief comments can be written below. Attach an additional page to elaborate in more detail if desired. Marking "Yes" indicates a change of placement is recommended whereas marking "No" indicates a change of placement is not recommended.

Teacher Intern _____ Yes _____ No _____ Date _____

Additional comments:

University Supervisor/Success Coach _____ Yes ___ No ___ Date _____

Additional comments:

Department Head _____ Yes ___ No ___ Date _____

Additional comments: _____

Additional signatures and title _____

Assistant Dean of Teacher Ed. _____ Yes ___ No ___ Date _____

Additional comments: _____

Part V: New Placement/University Supervisor/Success Coach Information (if applicable)

School: _____

Cooperating teacher: _____

University Supervisor/Success Coach: _____

Date transfer will take effect: _____

Part VI: Plan of Study (if applicable)

Plan of study reviewed with student and on file with the Field Experience Coordinator Yes ___ No ___

Date plan of study reviewed with student _____