EMPORIA STATE UNIVERSITY
THE TEACHERS COLLEGE
PROCEDURES OF DUE PROCESS FOR EARLY TERMINATION
OF AN OFF-CAMPUS FIELD EXPERIENCE ASSIGNMENT OF ADVANCED CANDIDATES

Definitions

Field Experience: An internship or practical experience in a school or agency.
Candidate: Interns or candidates doing a field experience in a school or agency outside of the university.
University Supervisor: The university faculty member who supervises and evaluates a candidate doing an internship or other field experience.
Mentor: A teacher, administrator, or other person in the school or agency who supervises the candidate on-site.

The following statement of procedures and policy pertains to candidates of Emporia State University who are assigned by The Teachers College for a field experience. The following steps shall apply unless the department chair or the Director of the Office of Professional Education Services (OPES) determines that an emergency situation exists, at which time a candidate may be immediately removed from an assignment. Should an immediate removal from an assignment be deemed necessary at any step of this procedure, the candidate may file an appeal beginning at step 5. Candidates will be informed of this due process procedure by the university supervisors at the time of or before they are placed for their field experiences.

1. Within five (5) business days of identified deficiencies or problems, the mentor shall meet with the candidate to discuss the deficiencies or problems in an attempt to resolve them and document the date of occurrence. If this meeting does not occur, the candidate or mentor will contact her/his university supervisor to determine a plan of action.

2. For deficiencies or problems that continue, the mentor, candidate, and university supervisor shall within ten (10) business days of the date of occurrence documented in step 1 jointly detail in writing the candidate’s deficiencies or problems, identify specific ways to remedy them, and specify a timeframe for improvement. The candidate will be informed in writing that not meeting the expectations specified could result in early termination of his/her assignment or an unsatisfactory grade. If this meeting does not occur, the candidate or mentor will contact his/her department chair or OPES to determine a plan of action.

3. If deficiencies or problems are not resolved in accordance with the timeframe for improvement specified in step 2, the university supervisor will notify the department chair or OPES Director of the deficiencies or problems, and the department chair or OPES Director will set up a joint meeting of the mentor, candidate, university supervisor, and her/himself to clarify the problem, mediate the positions of all parties, and identify resolutions that are acceptable to all parties. Following the meeting, a contract signed by all parties will specify the expectations of the candidate and the timeframe for improvement, including a date by which expectations must be met.

4. On or before the date by which expectations must be met, as specified in the contract, the candidate will be informed by the department chair or OPES Director whether she/he will be allowed to continue or withdrawn from an assignment. If the candidate is withdrawn from an assignment, she/he will be given notification in writing as to the reasons for the withdrawal, date withdrawal is effective, and information regarding appeal procedures.

5. If the candidate is withdrawn from his/her assignment, then he/she may appeal the decision and request that the Associate Dean of The Teachers College convene a Candidate Retention Appeals Committee. The candidate must submit his/her appeal in writing within three (3) business days of the notice of withdrawal from an assignment. The candidate will not be allowed to continue an assignment during the appeal process.
6. Within five (5) business days of receiving the request for an appeal, the Associate Dean shall appoint members to a Candidate Retention Appeals Committee and schedule a hearing.

7. The Candidate Retention Committee shall be composed of the following five (5) voting members:
   • Two (2) school or agency representatives
   • Academic area representative
   • Department faculty representative
   • ESU graduate candidate from the academic area

The Associate Dean of The Teachers College will convene and serve as the non-voting chair of the Candidate Retention Committee. A Committee member may be replaced only if the candidate can demonstrate a conflict of interest as judged by the Associate Dean of the Teachers College.

The Candidate Retention Appeals Committee must meet within 10 business days of the date of the appeal.

8. For the purpose of answering any questions that might arise, the following persons should attend the meeting of the Candidate Retention Appeals Committee:
   • Candidate
   • Department Chair or OPES Director or designee
   • University Supervisor
   • Mentor

In the event one or more of the required members cannot attend, the Associate Dean of The Teachers College may approve a substitute.

A parent or guardian may attend the hearing. Neither the University nor the candidate may be represented by legal counsel at the meeting of the Candidate Retention Appeals Committee.

9. The place of the hearing shall be determined by the College and shall be held at a location that is reasonably convenient for all parties involved.

10. The candidate shall present his/her own case to the Candidate Retention Appeals Committee.

11. Within 24 hours of the meeting, the candidate Retention Appeals Committee shall make one of the following decisions:

   (a) Uphold the decision to withdraw the candidate from his/her assignment. If the Committee’s decision is option (a), the candidate may appeal to the Dean of the Teachers College and subsequently to the Vice President of Academic Affairs and the President of the University.

   (b) Reinstate the candidate to his/her current assignment. If the Committee’s decision is option (b), the candidate will return to his/her current placement at a time specified by the Committee.

   (c) Permit the candidate to complete an assignment as stipulated in a written contract (e.g. redemption, lengthen time, different placement). If the Committee’s decision is option (c), the candidate must agree to the stipulations and fulfill them. The department chair or OPES Director, mentor, and university supervisor will determine if the conditions have been fulfilled by the candidate. Failure on the part of the candidate to meet the stipulation(s) will result in a failing grade for an assignment.

12. Within 48 hours following the meeting of the Committee, the candidate shall be informed in writing of the findings and decision of the Committee.