DoDEA Administrative Instruction 1430.02

DoDEA Student Teaching Program

Originating Division: Human Resources

Effective: March 29, 2022


Incorporates and Cancels: Dependent Schools Regulation 5308.1, “Department of Defense Dependents Schools Student Teaching Program,” July 8, 1987, as amended

Approved by: Thomas M. Brady, Director

Purpose: This Issuance establishes policy, assigns responsibilities, and implements procedures for the Department of Defense Education Activity (DoDEA) Student Teaching Program (STP).
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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

a. This Issuance applies to the DoDEA Headquarters Organization, the DoDEA Americas Region, the DoDEA Europe Region, the DoDEA Pacific Region, and includes all schools under the DoDEA authority, and when applicable, volunteers, students, support personnel, student teachers, contractors, sponsors, parents, and legal guardians.

b. This Issuance applies to accredited United States (U.S.) educational colleges and universities and participants of the DoDEA STP.

1.2. POLICY. The DoDEA STP is established to provide a comprehensive and supervised field-based teaching experience in a professional school setting. The term “student teacher” is not meant to restrict the program unduly and may be applied to any individual pursuing studies at an accredited U.S. college or university in fields related to elementary and secondary education such as school administration and educational leadership.

a. This program is established to promote employment opportunities in DoDEA as well as establish and maintain a network of partnerships and alliances with institutions of higher learning in accordance with DoDEA’s mission as outlined in DoD Directive 1342.20. DoDEA recognizes and supports the efforts of colleges and universities in enriching the educational process. Through this program DoDEA shares in the responsibility for developing mutually beneficial growth opportunities for students in an intercultural setting.

b. In accordance with DoD Directive 1020.02E, DoDEA prohibits discrimination based on race, sex (including pregnancy, gender identity, and sexual orientation when based on sex stereotyping), color, national origin, age, religion, disability, genetic information, or reprisal for previous Equal Employment Opportunity (EEO) activity.

c. While working under the supervision of a DoDEA Cooperating Teacher, student teachers engage in a face-to-face student teaching program to prepare them for a career in a classroom environment. DoDEA employees will support the DoDEA STP to:

(1) Contribute to the enrichment of accredited U.S. college and university educational programs by providing a diverse cultural setting for student teachers to developing their professional skills and knowledge.

(2) Strengthen the relationship between DoDEA and participating U.S. accredited college and university educational programs by offering mutually beneficial growth opportunities.

(3) Provide student teachers exposure to the DoDEA work environment and mission.

(4) Promote DoDEA career opportunities and facilitate recruitment of a diverse teaching profession.
1.3. **INFORMATION COLLECTION.** This Issuance may result in the collection of information due to its policy and procedures. Any collection of information must follow all applicable federal, DoD, and DoDEA regulations, policies, and guidance.
SECTION 2: RESPONSIBILITIES

2.1. DODEA DIRECTOR. The DoDEA Director will:

   a. Delegate authority to the DoDEA Human Resources (HR) Division Chief to implement and monitor the DoDEA STP.

   b. Review and approve or disapprove all Memorandums of Agreement (MOA) between U.S. colleges and universities wishing to partner with DoDEA in the STP, in accordance with DoDEA Regulation 4010.1.

2.2. DODEA HUMAN RESOURCES DIVISION CHIEF. The DoDEA HR Division Chief will:

   a. Ensure the DoDEA STP is implemented in accordance with this Issuance and other referenced regulatory and statutory guidance.

   b. Assign the responsibility of the DoDEA STP to the DoDEA HR STP Coordinator.

2.3. DODEA HUMAN RESOURCES STUDENT TEACHING PROGRAM COORDINATOR. The DoDEA HR STP Coordinator will:

   a. Advertise student teaching opportunities on DoDEA’s website.

   b. Verify accreditation of U.S. colleges and universities desiring to participate in the DoDEA STP. U.S. colleges and universities must be accredited by the Distance Education Accrediting Commission (DEAC) or one (1) of the following regional accrediting agencies: Higher Learning Commission (HLC), Middle States Commission on Higher Education (MSCHE), New England Commission of Higher Education (NECHE), Northwest Commission on Colleges and Universities (NWCCU), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), or the Western Association of Schools and Colleges (WASC) Senior College and University Commission (WSCUC).

   c. Provide the U.S. college or university placement coordinator with information on entering into a MOA with DoDEA and submitting an application for their students interested in the DoDEA STP.

   d. Provide the U.S. college or university placement coordinator with the documents required for students to apply for student teaching.

   e. Serve as a liaison between the U.S. college or university placement coordinator who represents their student teaching applicants and the DoDEA schools by accepting and reviewing applications, routing completed application packages to the DoDEA School District Representative for consideration, providing application status updates, and notifying the U.S. college or university placement coordinator of the applicant’s selection or non-selection.
f. Coordinate the selection of student teaching applicants and, upon selection:

(1) Coordinate with DoDEA School District Representative to confirm participation in the DoDEA STP, when necessary. Example: During a global pandemic, confirm participation status and agreements (i.e., non-participation, local only, full program).

(2) Provide the local DoDEA personnel security (PERSEC) specialist with the information required to initiate a background check.

(3) Provide the U.S. college or university placement coordinator with the confirmed placement information to include school year, school name, school location, DoDEA School Principal name, DoDEA Cooperating Teacher name, and dates the applicant is approved for student teaching.

(4) Advise the U.S. college or university placement coordinator to have the student teacher contact the DoDEA Cooperating Teacher and DoDEA School Principal to receive information about the stateside or overseas location to which assigned, the logistical support that may be provided, to include visa and passport requirements for overseas locations, and other pertinent information to assist the student teacher in preparing for the stateside or overseas placement.

g. Coordinate with DoDEA School District Representative to confirm participation in the DoDEA STP, when necessary. Example: During a global pandemic, confirm participation.

h. Maintain up-to-date records of the number of student teachers, by school year, who participated in the DoDEA STP. Records should also include DoDEA Cooperating Teacher’s names, grade level, content area, and location.

2.4. DODEA PERSONNEL SECURITY SPECIALIST. The DoDEA PERSEC Specialist will:

a. Initiate background checks and fingerprints for STP student teachers seeking placement in a DoDEA school or facility, pursuant to DoD Instruction 1402.05 and DoD Manual 1402.05.

b. Inform the DoDEA HR STP Coordinator of the results of the background investigation.

2.5. DODEA SCHOOL DISTRICT REPRESENTATIVE. The DoDEA School District Representative will:

a. Promptly communicate a DoDEA School Principal’s acceptance or declination of a student teacher’s requested assignment or non-assignment to the DoDEA HR STP Coordinator.
b. Coordinate DoDEA Cooperating Teacher classroom assignments with participating DoDEA School Principals who agree to host DoDEA student teachers each semester.

c. Cooperate with school-level personnel to assist and advise student teachers in obtaining appropriate military installation passes, ensuring DoDEA student teachers are informed of the procedures for accessing the military installation for the full period of the student teaching assignment.

d. Ensure student teachers are fully informed of DoDEA security policies, to include Volumes 1 and 6 of DoDEA Administrative Instruction 5205.02 and protection of privacy, standards and code of conduct, and disclosure of official information.

2.6. DODEA SCHOOL PRINCIPAL. The DoDEA School Principal will:

a. Solicit participation from their teachers to serve as a DoDEA Cooperating Teacher for the specific semester.

b. Ensure those teachers expressing interest in serving as a DoDEA Cooperating Teacher meet the following requirements: Must have three (3) years of teaching experience with at least one (1) year in the current position and an acceptable current performance appraisal.

c. Upon identification of a DoDEA Cooperating Teacher, complete the Placement Request Form and submit it to the DoDEA HR STP Coordinator via email: student.teaching@dodea.edu.

d. Review the DoDEA Cooperating Teacher’s feedback and evaluation of the student teacher prior to it being sent to the respective U.S. college or university educational program placement coordinator.

e. Notify the DoDEA STP Coordinator as soon as possible if the removal of a student teacher is required.

f. Ensure the assigned DoDEA Cooperating Teacher adheres to the “line-of-sight supervision” (LOSS) requirements for a student teacher under their purview.

2.7. PARTICIPATING U.S. COLLEGE OR UNIVERSITY.

a. The U.S. college and university educational program representative submits a request to participate in the DoDEA STP by completing, signing, and submitting a student teacher MOA to the DoDEA HR STP Coordinator. The MOA is not finalized until it is signed by the DoDEA Director.

b. As outlined in the Student Teaching MOA, the U.S. college and university approved to participate in the DoDEA STP must:
(1) Identify the U.S. college or university placement coordinator for consultation and any written and oral assessments that may be required to award credit and determine the final grade for the experience.

(2) Require the U.S. college or university placement coordinator to determine the student eligibility and coordinate the placement process between the U.S. college and university and DoDEA.

(3) Ensure the student teacher understands their responsibility to undergo the following background check requirements prior to accessing DoDEA facilities: The Advanced Federal Bureau of Investigation (FBI) Fingerprint Report and the Installation Records Check (IRC)/Family Advocacy Program (FAP).

2.8. DODEA COOPERATING TEACHER. The DoDEA Cooperating Teacher will:

a. Facilitate the daily planning, implementation, and evaluation of the student teacher, including a system or plan for daily communication.

b. Provide the student teacher with DoDEA’s policy on daily working hours, professional dress, personal conduct, and absences.

c. Review and approve all instructional lesson plans prior to each lesson.

d. Provide the student teacher with verbal and written evaluations of their work that satisfy the U.S college and university requirements regarding student teacher evaluation.

e. Ensure the student teacher accomplishes online training in accordance with Volume 1 of DoDEA Administrative Instruction 5205.02 and Volume 6 of DoDEA Administrative Instruction 5205.02 within the first two (2) days of work. The online training is available at the website: https://www.dodea.edu/Offices/Security/training.cfm.
SECTION 3: PROGRAM ENROLLMENT

3.1. MEMORANDUM OF AGREEMENT PROCEDURES.

a. The proposed MOA can be received from the participating U.S. college or university education program representative at any time during the year. The MOA is reviewed by the DoDEA HR STP Coordinator to ensure the U.S. college or university meets all eligibility criteria and inputs the MOA request into the Correspondence and Task Management System (CATMS) for coordination. The DoDEA Logistics Division Support Agreements Manager can provide specific information on MOA procedures, if needed.

b. After the DoDEA HR STP Coordinator verifies the MOA:
   (1) The DoDEA Office of the General Counsel will provide a legal sufficiency review.
   (2) The DoDEA Director will review the MOA and, if approved, sign the MOA.

c. After the DoDEA Director approves the MOA:
   (1) The DoDEA HR STP Coordinator will provide the participating U.S. college or university education program representative a copy of the approved MOA and retain a copy.
   (2) The participating U.S. college or university educational program student teachers are eligible to participate in the DoDEA STP.
   (3) The DoDEA HR STP Coordinator will add the U.S. college or university education program to the list of current U.S. college or university MOAs on the DoDEA website.

d. The MOA is valid for a maximum of five (5) years. After five (5) years, the MOA must be renewed by the U.S. college or university educational program representative to continue participating in the DoDEA STP.

3.2. DOD EA STUDENT TEACHER APPLICANT PROCEDURES.

a. Procedures. The DoDEA HR STP Coordinator receives an STP application package from the participating U.S. college or university educational program placement coordinator.

   (1) The STP application package must be forwarded via email to student.teaching@dodea.edu or via mail to:

   Department of Defense Education Activity
   Human Resources Regional Service Center
   ATTN: Student Teaching Program Coordinator
   4800 Mark Center Drive
   Alexandria, VA 22350
(2) The STP application package must include the following:

(a) Complete Student Teacher Program Application, which includes the full legal name and contact information of the student teacher, their participating U.S. college or university, the student teacher’s desired grade level and/or teaching subject, and the requested geographic location(s) in order of preference.

(b) Department of Defense (DD) Form 2793, “Volunteer Agreement Form.”

(c) DD Form 2981, “Basic Criminal History and Statement of Admission (Department of Defense Child Care Services Programs).”

(d) A signed letter from the U.S. college or university placement coordinator stating the student teacher is a U.S. citizen in good academic standing and there are no outstanding issues involving the student teacher (e.g., disciplinary action, acts of violence, or failing grades).

b. Deadline. There are two (2) sessions offered with the following deadlines:

(1) April 30th for Fall placements.

(2) October 31st for Spring placements.

c. Placement Process. The DoDEA HR STP Coordinator reviews the STP application package for completeness and forwards complete packages to the appropriate DoDEA School District Representative(s) for placement consideration.

(1) The DoDEA School District Representative(s) will coordinate with the requested DoDEA School Principal(s) to identify a DoDEA Cooperating Teacher in the subject matter area and grade level(s) who is willing to host a student teacher. Being a DoDEA Cooperating Teacher is voluntary.

(2) Upon identification of a DoDEA Cooperating Teacher, the DoDEA School District Representative or DoDEA School Principal will complete the student teacher placement request form and return it to the DoDEA HR STP Coordinator, who will notify the applicant’s U.S. college or university placement coordinator via e-mail of the prospective student teaching placement. Acceptance or declination of the approved placement is required in writing.

(3) If the requested DoDEA schools(s) are unable to accommodate the STP applicant, the DoDEA School District Representative or DoDEA School Principal will complete the student teacher placement request form annotating the declination or the inability of DoDEA to accommodate the student teacher. The completed form will then be returned to the DoDEA HR STP Coordinator who will then notify the respective U.S. college or university placement coordinator as soon as possible to allow the applicant time to seek other options to satisfy their student teaching requirement.

(4) Once the U.S. college or university placement coordinator accepts the placement, the DoDEA HR STP Coordinator sends an official notification of placement letter to the U.S. college or university placement coordinator, the student teacher, the DoDEA School Principal,
the DoDEA Cooperating Teacher, the DoDEA School District Representative, and the DoDEA HR Division Chief.
SECTION 4: DODEA STUDENT TEACHING PROGRAM PROCEDURES

4.1. RESPONSIBILITIES AND GUIDELINES FOR THE DODEA STUDENT TEACHER.

a. DoDEA student teachers are volunteers and are not Federal employees, as defined and in accordance with Part 308 of Title 5, Code of Federal Regulations and DoD Instruction 1100.21. Specifically:

   (1) Volunteer service will not displace the work of a full-time or part-time paid DoDEA employee.

   (2) DoDEA student teachers are not entitled to travel, subsistence expenses, living quarters, allowances, differentials, or any other reimbursement, or payment of any kind.

   (3) In accordance with Section 3111 of Subchapter 1 of Title 5, United States Code, “a student teacher is not a federal employee for any purpose other than injury compensation and laws related to the Tort Claims Act. Student teaching service is not creditable for leave accrual or any other federal employee benefits.”

   (4) To ensure DoDEA complies with the statutory requirement in accordance with Subchapter 1 of Section 3111 of Title 5, United States Code, which states volunteer service “is to be uncompensated,” any current DoDEA civilian employees wishing to participate in the STP to fulfill their educational requirements shall be placed in a leave without pay (LWOP) status for the duration of their student teaching requirement.

b. DoDEA student teachers will not receive college credit from DoDEA after completion of their student teaching.

c. DoDEA student teachers will be assigned duties in non-critical and non-sensitive areas.

d. DoDEA student teachers are responsible for observing and applying effective teaching practices for student success.

e. DoDEA student teachers will provide their own transportation to the training site.

f. DoDEA student teachers are responsible for signing in and out when arriving or departing the DoDEA school.

g. DoDEA student teachers are responsible for observing the rules and regulations of the DoDEA school.

h. DoDEA student teachers must adhere to the same medical guidance as DoDEA teachers.

i. DoDEA student teachers are responsible for preparing assignments as directed by the DoDEA Cooperating Teacher.
j. DoDEA student teachers are responsible for notifying the DoDEA Cooperating Teacher or DoDEA School Principal when an illness or other circumstance prevents them from reporting to the DoDEA school.

k. DoDEA student teachers are under the constant LOSS of a licensed DoDEA educator.

l. DoDEA student teachers are responsible for securing their own housing.

m. DoDEA student teachers are responsible for working with their U.S. college or university representative to ensure they comply with all visa and passport requirements for overseas locations.

4.2. RESPONSIBILITIES OF DODEA COOPERATING TEACHERS. The DoDEA Cooperating Teacher participates in the DoDEA STP on a volunteer basis and must have three (3) years of teaching experience, at least one (1) year in the current position, and meet an acceptable level of performance.

a. The DoDEA Cooperating Teacher will provide assistance, guidance, feedback, and evaluation to the DoDEA student teacher only as part of the normal duty day or during assigned extracurricular activities. As such, DoDEA is unable to accommodate student teaching requests which require participation outside of the DoDEA Cooperating Teacher’s normal duty day (e.g., before or after the school day).

b. Volunteer services will not displace the responsibilities and work of the DoDEA Cooperating Teacher’s position.

c. The DoDEA Cooperating Teacher provides feedback and an evaluation to the DoDEA School Principal before providing to the respective U.S. college or university educational program placement coordinator.

d. If there is any question of a student teacher’s actions in the DoDEA school building or within the military community, the DoDEA Cooperating Teacher will immediately address it with the DoDEA School Principal. Depending upon the severity of the action, the DoDEA School Principal will take appropriate action which will include, but is not limited to, counseling, contacting the student teacher’s advisor, or removal of the student teacher from the DoDEA school setting. If removal is appropriate, the DoDEA School Principal will notify DoDEA STP Coordinator.

4.3. LINE-OF-SIGHT.

a. DoDEA Cooperating Teacher Requirements. The DoDEA Cooperating Teacher who has responsibility for a DoDEA student must:

(1) Have undergone and successfully completed the required background check.
(2) Have complied, as required, with the periodic re-investigation re-verification requirement for a recurring criminal history background check.

(3) Not have previously exhibited reckless disregard for an obligation to supervise an employee or volunteer.

b. **Video Surveillance.** The use of video surveillance equipment to provide temporary oversight of student teachers whose required background checks have been initiated but not completed is acceptable provided it is continuously monitored by an individual who has undergone and successfully completed all required background checks. This provision will meet the intent of a flexible and reasonable alternative for “direct LOSS.”

c. **Conspicuous Identification of Individuals Subject to Line-of-Sight Supervision.** Student teachers who are permitted to perform duties solely under the LOSS of a DoDEA Cooperating Teacher must be conspicuously marked by means of distinctive clothing, badges, wristbands, or other visible and apparent markings. These means of conspicuous identification will be determined at the school-level and in coordination with the personnel responsible for assisting the student teacher with obtaining the appropriate military installation passes and installation access. The purpose of such markings must be communicated to DoDEA school staff, customers, and sponsors, parents, and legal guardians by conspicuous posting or printed information.

d. **Permissible Performance of Duties Without LOSS.** DoDEA student teachers otherwise required to perform duties only under the LOSS of a DoDEA Cooperating Teacher may perform duties without supervision if:

   (1) Interaction with a DoDEA student occurs in the presence of the students’s sponsor, parent, or legal guardian.

   (2) Interaction with a DoDEA student is in a medical facility, subject to supervisory policies of the facility, and in the presence of a mandated reporter of child abuse.

   (3) Interaction is necessary to prevent death or serious harm to the DoDEA student, and LOSS is impractical or unfeasible (e.g., response to a medical emergency, emergency evacuation of a DoDEA student from a hazardous location).

4.4. **STANDARD RESPONSE PROTOCOL.** DoDEA student teachers will complete online training in accordance with Volume 1 of DoDEA Administrative Instruction 5205.02 and Volume 6 of DoDEA Administrative Instruction 5205.02. Training is available at the website: https://www.dodea.edu/Offices/Security/training.cfm.

   a. DoDEA student teachers will maintain awareness of local school procedures for emergencies, to include necessary actions and procedures to be accomplished for lockouts, lockdowns, evacuations, and shelters.
b. DoDEA Cooperating Teachers and the DoDEA School Principal may assign the DoDEA student teacher specific tasks during a lockout, lockdown, evacuation, and shelter, while continuing to adhere to the LOSS requirements.

c. DoDEA student teachers will take part in all school emergency drills for lockout, lockdown, evacuation, and shelter occurring during the workday.

d. DoDEA student teachers will notify the School Administrator if someone has made statements or engaged in actions which may indicate a threat of harm to self or harm to others. These concerns may arise in contexts such as classroom instruction, in communication with sponsors, parents, or legal guardians, social media, overheard in passing, or in communication with DoDEA students.
### GLOSSARY

**G.1. ACRONYMS.**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>CATMS</td>
<td>Correspondence and Task Management System</td>
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<td>DD</td>
<td>Defense Department</td>
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<td>DEAC</td>
<td>Distance Education Accrediting Commission</td>
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<td>FAP</td>
<td>Federal Bureau of Investigations</td>
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<td>FBI</td>
<td>Human Resources</td>
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<td>HLC</td>
<td>Higher Learning Commission</td>
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<td>IRC</td>
<td>Installation Records Check</td>
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<td>LOSS</td>
<td>Line-of-Sight Supervision</td>
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<td>LWOP</td>
<td>Leave With Out Pay</td>
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<td>MOA</td>
<td>Memorandum of Agreement</td>
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<td>MSCHE</td>
<td>Middle States Commission of Higher Education</td>
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<td>NECHE</td>
<td>New England Commission of Higher Education</td>
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<td>NWCCA</td>
<td>Northwest Commission on Colleges and Universities</td>
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<tr>
<td>SACSCOC</td>
<td>Southern Association of College and Schools Commission on Colleges</td>
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<tr>
<td>STP</td>
<td>Student Teaching Program</td>
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<tr>
<td>WASC</td>
<td>Western Association of Schools and Colleges</td>
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<td>WSCUC</td>
<td>Western Senior College and University Commission</td>
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**G.2. DEFINITIONS.** Unless otherwise noted, these terms and their definitions are for the purpose of this Issuance only.

**college or university placement coordinator.** An employee of the college or university who is responsible for the verification of the student teacher’s eligibility, coordinates the placement process between the college or university and DoDEA, and for the evaluation and ongoing supervision of the student teacher.

**DoDEA Cooperating Teacher.** A licensed DoDEA teacher with a minimum of three (3) years of teaching experience with one (1) year of experience in the current position and an acceptable current performance appraisal.
**DoDEA student teacher.** An individual enrolled full time in an accredited college or university who contributes volunteer service to DoDEA as a student teacher. The term “student teacher” may also include an individual pursuing studies in fields related to elementary and secondary education, including school administration and educational leadership.

**evacuation.** An evacuation is called when there is a need to move DoDEA students from one facility to another.

**Line-of-Sight Supervision.** An individual may be accepted provisionally prior to the completion of a background check, if the individual, when in contact with children and youth, is within continuous sight and under the supervision of a DoDEA staff who has a favorably completed background check. DoDEA policy prohibits the use of video surveillance equipment in classroom and gym settings. However, if applicable, the use of video surveillance equipment is an acceptable option for line-of-sight supervision in school hallways and on playgrounds, provided it is monitored by an individual who has a favorably completed background check.

**lockdown.** A lockdown occurs when there is a threat or hazard inside the school. From sponsor, parent, and legal guardian custody disputes, intruders, to an active shooter, a lockdown uses classroom and neighborhood security measures to protect students and employees from threats.

**lockout.** A threat or hazard outside of the DoDEA school. Whether it is due to violence or criminal activity in the immediate vicinity, or a dangerous animal on the playground, a lockout uses the security of the physical facility as a protective measure.

**shelter.** Shelter is when the need for personal protection is necessary. Hazards that could generate the need to shelter include tornado, earthquake, tsunami, and hazardous materials incident.

**volunteer service.** Gratuitous service performed by a student teacher or DoDEA Cooperating Teacher for, and without benefit or expectation of compensation from, the Federal Government, with permission of the participating college or university in which the student teacher is enrolled, as part of a DoDEA STP established for the purpose of providing an educational experience for the student teacher.
REFERENCES

Code of Federal Regulation, Title 5, Part 308
DD Form 2793, “Volunteer Agreement Form,” March 2018
DD Form 2981, “Basic Criminal History and Statement of Admission,” December 2021
DoD Directive 1020.02E, “Diversity Management and Equal Opportunity in the DoD,” June 1, 2018
DoD Instruction 1100.21, "Voluntary Services in the Department of Defense," March 27, 2019, as amended
DoD Instruction 1402.05, “Background Checks on Individuals in DoD Child Care Services Programs,” July 14, 2016, as amended
DoD Manual 1402.05, “Background Checks on Individuals in DoD Child Development and Youth Programs,” September 11, 2015, as amended
DoDEA Administrative Instruction 5205.02, Volume 1, “DoDEA Force Protection Program: Antiterrorism,” February 11, 2019
United States Code, Title 5, Section 3111
APPENDIX 1: INTERNAL CONTROLS EVALUATION CHECKLIST

F-1. Function.

This Issuance applies to the DoDEA Headquarters Organization, the DoDEA Americas Region, the DoDEA Europe Region, the DoDEA Pacific Region, and includes all schools under the DoDEA authority, and when applicable, volunteers, students, support personnel, student teachers, contractors, and sponsors, parents, and legal guardians.

F-2. Purpose.

The purpose of this evaluation is to provide a comprehensive and supervised field-based student teaching experience in a professional school setting.

F-3. Instructions.

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observations, sampling, and simulation). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least once every five (5) years.

F-4. Test questions.

a. Is there a signed MOA between DoDEA and the potential student teacher’s participating U.S. accredited college or university?

   (1) Was the MOA reviewed by DoDEA General Counsel?

   (2) Was it signed by the DoDEA Director?

   (3) Was the university added to the DoDEA’s website’s list?

   (4) Is the MOA under five (5) years?

b. Is there a college or university placement coordinator identified for the potential student teacher?

c. Did the DoDEA student teacher submit a request to student teach prior to the fall or spring placement deadline?

d. Is there a signed letter stating the DoDEA student teacher is in good standing?

e. Was a DoDEA Cooperating Teacher identified for the student teacher?

f. Did the student teacher successfully complete the following background checks?
(1) Advanced FBI Fingerprint Report.

(2) Installation Records Check (IRC)/Family Advocacy Program (FAP).

g. Is the DoDEA School Principal ensuring the student teacher is not left alone in the classroom and is always in direct line-of-site?

h. Has the DoDEA Cooperating Teacher provided the necessary feedback on their DoDEA student teacher?

i. Has the student teacher followed all requirements in accordance with Section 4.1.a. of this Issuance?

F-5. Supersession.

Not applicable.

F-6. Comments.

Help make this a better tool for evaluating internal controls. Submit comments via email to Student.Teaching@dodea.edu or mail to the Department of Defense Education Activity, Human Resources Regional Service Center, ATTN: Student Teaching Program Coordinator, 4800 Mark Center Drive, Alexandria, VA 22350.