



Remediation Plan Directions and Process

Directions:

1. Complete the top of the plan by filling in the teacher candidate name, program, and semester/year of plan.

Note: The remediation plan is not for all students but rather for those students within your classes that are having issues.

2. Then, for every area that needs to be remediated, identify the type of area and provide a detailed, bulleted plan for addressing the area that has not met the “Acceptable” level.

Note: This would be the exact type of student the plan is designed for. It becomes a documented plan and a part of the student’s record. It is critical that we put something in place and work to establish some sort of accountability in addition to what can be done grade wise.

3. Identify the person responsible for reporting on remediation area.
 - a. *For Knowledge and/or Skills*, this will most likely be the teacher candidate’s course or seminar instructor.

Note: The plan is the follow-up to what you’ve done in class that’s not been working. The goal of the plan is to provide documentation showing that efforts were made, and steps were taken to address issues with students and to assist faculty/programs in identify students that might need to be counseled out and not pushed through the program and then failing late in the program/during student teaching.

- b. *For Dispositions*, this could be completed by a combination of the course instructor, university supervisor and/or host teacher.

Note: Realistically this would be the professor or university supervisor who could solicit input from the host/cooperating teacher.

4. The following steps then need to be taken:
 - a. The program coordinator or designee needs to meet with the teacher candidate within a few days, preferably before the start of the semester.
Note: Note - This could be adjusted to within the first week of the semester.

Step by Step Process

Step 1 – Professor of record meets with students to discuss issues. Document all dates, times, discussion items and steps taken if any. If issues continue, professor escalates to the next level – Program Coordinator

Step 2 – Program Coordinator in conjunction with professor(s) develop a remediation plan with targeted goals. Program Coordinator then meets with student to discuss plan and the set timeline/checkpoint for improvements. If goals/improvement have not been made by specified date, student will be referred to department chair for removal from the program.

Step 3 – Program Coordinator and applicable faculty meet to discuss the recommendation for removal. Chair then meets with students to inform them of the process and next steps.

Step 4 – Dean's level. Chair and/or program coordinator and/or faculty meet to update Dean on issue, plan and rationale for recommendation to remove the student. Student has the right at this point to meet with Dean and appeal the recommended removal.