



DEPARTMENT OF DEFENSE
OFFICE OF DEPENDENTS SCHOOLS
2461 EISENHOWER AVENUE
ALEXANDRIA, VIRGINIA 22331.1100

NOV 4 1987

EXS

DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
REGULATION SYSTEM TRANSMITTAL

SUBJECT: DS Regulation 5308.1 - Change 1

ENCLOSURES: Page 5 of DS Regulation 5308.1, July 7, 1987

INSTRUCTIONS FOR RECIPIENTS

The following page change to DS Regulation 5308.1, "Student Teaching Program," July 7, 1987, has been authorized:

Page Change to Regulation

Remove: Page 5
Insert: Attached replacement page

Changes are indicated by marginal asterisks.

A handwritten signature in black ink, appearing to read "John L. Stremple".

John L. Stremple
Director

Attachment:
As Stated

DISTRIBUTION: X

b. Selecting faculty members to advise and assist in the student teacher program.

c. Providing adequate supervision to evaluate the student teacher's performance.

d. Providing a written evaluation of the student teacher's potential to succeed as a DoDDS teacher. The principal must assess whether the student teaching experience provided sufficient evidence that the student teacher has the potential to perform at the same level of competency as a teacher who has at least 1 year of professional full-time teaching experience.

* 4. Participating institutions are responsible for:

*

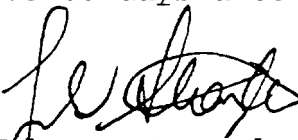
* Forwarding student teaching placement requests to
* the Office of Dependents Schools, Staffing Branch.

*

* Providing their own onsite supervisor, who is not
* an employee of DoDDS, to be available for consultation and to
* provide written and oral assessments as may be required to
* award credit and to determine the final grade for the
* experience.

F. EFFECTIVE DATE AND IMPLEMENTATION

This regulation is effective 60 days after date of publication.


John L. Stremple
Director



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PERSONNEL

DS REGULATION 5308.1
July 8, 1987

DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
STUDENT TEACHING PROGRAM

References: (a) 5 United States Code 3111
(b) Federal personnel Manual, chapter 308,
subchapter 7

A. PURPOSE

This regulation establishes policy and procedures for the Department of Defense Dependents schools (DoDDS) student teacher program. This program is established to provide and promote employment opportunities in DoDDS for students enrolled in teacher education programs at regionally accredited U.S. colleges and universities. DoDDS recognizes and supports the efforts of the colleges and universities in enriching the educational process. Through this program, DoDDS shares in the responsibility for developing mutually beneficial growth opportunities for students in an intercultural setting.

B. APPLICABILITY AND SCOPE

This regulation applies to individuals providing volunteer service to DoDDS in accordance with the referenced regulatory guidance.

C. DEFINITIONS

1. Volunteer Service. Gratuitous service performed by a student for, and without benefit or expectation of compensation from, the Federal Government, with permission of the regionally accredited U.S. college or university in which the student is enrolled, as part of a DoDDS program established for the purpose of providing an educational experience for the student.

2. Special Disabled Veteran. A veteran who is entitled to compensation or who, except for the receipt of military retained pay, would be entitled to compensation under laws administered by the Veterans Administration for a disability rated at 30 percent or more, or a person who was discharged or released from active duty because of service-connected disability.

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3. Handicapped Individual. Any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities has a record of such an impairment or is regarded as having such an impairment or a special disabled veteran. Such term does not include any individual who is an alcohol or drug abuser whose, current use of alcohol or drugs prevents such individual from performing the duties of the job in question or whose employment, by reason of such current alcohol or drug abuse, would constitute a direct threat to the property or the safety of others.

4. Participating Institution. A U.S. college or university accredited by one of the six regional accrediting associations with which DoDDS has an agreement to conduct a student teacher program." The six regional accrediting associations are: Middle States Association of Colleges and Schools; New England Association of Schools and Colleges, Inc.; North Central Association of Colleges and Schools; Northwest Association of Schools and Colleges; Southern Association of Colleges and Schools; and Western Association of Schools and Colleges.

5. Agreement. A written document between the Director, DoDDS , and the participating institution to outline the responsibilities of both parties to the agreement, the conditions and limitations under which the volunteer services will be provided, and the method for the maintenance of attendance and performance records.

6. Student Teacher. An individual who is enrolled not less than full time in a U.S. accredited college or university who contributes volunteer service to DoDDS. The term "student teacher" is not meant to unduly restrict the program and may be applied to an individual pursuing studies in fields related to elementary and secondary education such as school psychology, nursing, vocational education, and social work.

D. POLICY

1. DoDDS will support the student teacher program in order to:

a. Contribute to the enrichment of U.S. accredited college and university programs by providing an intercultural setting for students while they are developing their professional skills and knowledge.

b. Strengthen the relationship between DoDDS and participating colleges and universities with the objective of

meeting the occupational needs of DoDDS and offering mutually beneficial growth opportunities.

c. Provide students exposure to the DoDDS work environment and to acquaint them with the mission of DoDDS.

d. Further the DoDDS affirmative action programs through career awareness and to facilitate the recruitment of underrepresented groups such as minorities, males, handicapped individuals, and special disabled veterans.

2. Volunteer service will be uncompensated.

3. Student teachers will not be considered Federal or DoDDS employees for any purpose other than for the following:

a. The Federal Tort Claims provisions published in 28 U.S.C. 2671 through 2680, and

b. Chapter 81 of 5 U.S.C. relative to compensation for injuries sustained during the performance of work assignments.

4. Volunteer service will not be used to displace any employee.

5. Volunteer service will not be used to staff a position which is a normal part of the DoDDS work force.

6. No monies or payment in kind is to be accepted from other than DoDDS by any employee for assisting or advising in a student teacher program. The student teacher program is considered to be of sufficient benefit to DoDDS as to justify support of the program without reimbursement.

7. Employees shall assist and advise in the student teacher program only as part of the normal duty day, or during otherwise assigned extracurricular activities. This does not preclude the setting aside of all or part of a duty day specifically to discharge student teacher program responsibilities.

8. The Office of Dependents Schools will survey the school system to determine the availability of employees who wish to volunteer to assist and advise in a student teacher program prior to negotiating agreements with colleges and universities.

9. Student teachers are not entitled to travel, subsistence expenses, quarters, allowances, differentials, or any other reimbursement or payment in kind.

E. RESPONSIBILITIES

1. The Director, DoDDS, is responsible for:

a. Ensuring that the student teacher program is in full statutory and regulatory compliance.

b. Negotiating agreements with accredited colleges and universities .

c. Determining the number of student teachers that will participate in the program.

d. Advertising the student teaching opportunities with DoDDS and coordinating with the college or university regarding the selection of students who will participate in the student teacher program.

2. Regional directors are responsible for:

a. Ensuring that the student teacher program in the region is implemented in accordance with the provisions of this regulation and other referenced regulatory and statutory guidance.

b. Periodically reviewing and evaluating student teacher programs. Such reviews will form the basis for establishing future program objectives. The review should include a careful assessment of the program in terms of established goals and objectives and of improvement in relationships with students and schools with whom agreements have been negotiated.

c. Providing the student teacher with information about the overseas location to which assigned, the logistical support that may be provided, and other pertinent information to assist the student teacher in preparing for the overseas internship.

d. Ensuring that student teachers are provided with appropriate installation passes and are fully informed of policies regarding security, protection of privacy, standards of conduct, and disclosure of official information.

e. Ensuring that an official personnel folder is established and that service is properly documented in accordance with FPM chapter 308.

3. Principals are responsible for:

a. Ensuring that the student teacher is provided the opportunity to fulfill the participating college or university student teacher requirements.

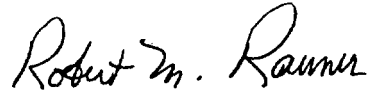
b. Selecting faculty members to advise and assist in the student teacher program.

c. Providing adequate supervision to evaluate the student teacher's performance.

d. Providing a written evaluation of the student teacher's potential to succeed as a DoDDS teacher. The principal must assess whether the student teaching experience provided sufficient evidence that the student teacher has the potential to perform at the same level of competency as a teacher who has at least 1 year of professional full-time teaching experience.

F. EFFECTIVE DATE AND IMPLEMENTATION

This regulation is effective 60 days after date of publication.



Robert M. Rauner
Acting Director

APPENDIX A

DOCUMENTATION OF SERVICE

1. General. Student teachers are volunteers and are not Federal employees. Their service, like any other type of volunteer service, may be creditable as related experience under rating schedules or other evaluation analysis. Additionally, most colleges and universities will award course credit for such service and may require certification of periods during which students rendered service. In light of this, volunteer service must be documented on the Standard Form 50 (SF 50), Notification of Personnel Action.

2. Completion of Notification of Personnel Action. The SF 50 must be completed as shown in exhibits A and B in appendix C to FPM chapter 308, or in accordance with servicing military department regulations. FPM chapter 308 requires that each SF 50 carry the remark:

"Under 5 U.S.C. 3111, a student volunteer is not a Federal employee for any purpose other than injury compensation and laws related to the Tort Claims Act. Service is not creditable for leave accrual or any other employee benefits."

3. Entrance On Duty. Student teacher assignments should be documented as 'volunteer service without compensation.'

4. Security. A student teacher will be assigned duties in noncritical, nonsensitive areas.