Notice of Concern (NOC) Process

To assist with performance problems, the University of Northern Iowa has developed a Notice of Concern that should be used to document performance concerns.

1. A Notification of Concern form is created on the student’s UNITED page.

2. The student receives an e-mail alert of an NOC affording him/her due process.

3. An indicator appears on the Student Progress screen to show that the problem exists and could keep the student from continuing with their student teaching.

4. The student must take the initiative to correct the problem.

5. When the problem has been corrected, the indicator is removed.

6. If the problem is not taken care of and it becomes an issue, the student teaching coordinator should involve the Coordinator of Student Teaching.

7. If the problem results in removal of the student teacher from the classroom the student will receive No Credit for this placement, and will need to reapply for permission to continue with a new placement. This application is addressed to the Coordinators of Elementary/Secondary Education. (See Section V, Reapplication Procedure to request an additional student teaching placement.)

8. The Coordinators of Elementary/Secondary Education will seek the advice of the Coordinator of Student Teaching, the Student Teaching Coordinator and may solicit information from additional personnel to make decisions regarding the student teacher’s ability to remain in the teaching program and will recommend action.

9. The general operating policy is to reassign a student teacher to an alternative student teaching center. Should the student teacher not demonstrate success in the second assignment, he/she will not be given an additional placement and will not be recommended to the state for teaching licensure.

10. A student teacher who receives an "unsatisfactory" in one or more categories in the final evaluation of the first placement will have a notice of concern filed by the university supervisor. A student teacher who receives an "unsatisfactory" in one or more categories in the final evaluation of the second placement will not receive credit for that 2nd placement. The student teacher may be able to repeat the second placement in another setting to improve their level of performance.

11. In extenuating situations, every attempt will be made to assure the student has due process. However, any student teacher who endangers a student or presents an unsafe or unacceptable environment in the classroom may be removed without prior notice.