

Southwest Minnesota State University  
School of Education – Teacher Preparation Program  
Understandings Form

**PROFESSIONAL DISPOSITIONS AND CODE OF ETHICS FOR MINNESOTA TEACHERS**

Please read the following statements carefully, placing a check mark in the box for each statement to indicate that you have read and understand the Professional Dispositions and Code of Ethics for Minnesota Teachers.

I understand that having a criminal record could lead to denial of a Minnesota teaching license. Automatic disqualifiers for a teaching license under Minnesota law are felony convictions for criminal sexual conduct and crimes related to child pornography. All other arrests and/or convictions are reviewed on a case-by-case basis by the Minnesota Professional Educator Licensing and Standards Board.

- With the exception of University sponsored events, I understand I am strongly advised to avoid vacations or other non-teaching activities during spring break as well as the entire semester while taking ED 304 or ED 458 PreStudent Teaching Experience (PSTE). I must be dedicated to my field experiences and classroom work and will be held responsible for my actions.
- I understand that my professional dispositions for teaching will be assessed as part of my progress in the Teacher Preparation Program.
- I understand that I must demonstrate my ability to perform the duties required by the state of Minnesota for my licensure area(s) as outlined by the Code of Ethics for Minnesota Teachers.
- I understand that I may be removed from the SMSU Teacher Preparation Program:
  - if I do not maintain minimum requirements for academic work in my major
  - if I do not demonstrate professional dispositions required of all teachers and teacher candidates
  - if I do not have successful performance evaluations in all field experiences
  - if my progress in the licensure program is reviewed by SMSU Teacher Preparation Faculty and found to be unsatisfactory.

**LISTSERV ENROLLMENT, EDUCATION MINNESOTA ASPIRING EDUCATORS (EMAE) MEMBERSHIP & LIABILITY INSURANCE**

**Enrollment in the Education listserv**

All teacher candidates need to subscribe to the Education listserv, as this is how we send out program information, scholarships, deadlines, job opportunities, meetings, events, and more to students. To subscribe to the listserv:

- Send a BLANK email to [Smsu-emaе-subscribe-request@lists.minnstate.edu](mailto:Smsu-emaе-subscribe-request@lists.minnstate.edu).
- Leave the subject line and body of the email BLANK. This includes any “signature” you have set up.
- You will receive a confirmation email from MINNSTATE LISTSERV Server. You will need to click the link within the email to confirm your subscription.

**EMAE & Liability Insurance**

EMAE stands for Education Minnesota Aspiring Educators. EMAE is a statewide active organization made up of those studying to be in the Education profession. The main purpose of EMAE is to provide professional liability coverage when student members are out in the field teaching or taking part in related activities. You will need personal liability insurance comparable to professional standards (minimum of \$1,000,000) in order to go into the classroom to do your lab hours. The cost is \$40 and it covers you from September 1 to August 31. Apply online at [www.nea.org](http://www.nea.org), then click “Join our Movement” at the left. Choose “Become a Member” then “Aspiring Educator Membership”. Follow the instructions given.

- I understand that I need to subscribe to the Education listserv and become an EMAE member to obtain liability insurance prior to my participation in any clinical experiences.

## **SOCIAL MEDIA**

Personal communication via social media platforms is held accountable by the laws and regulations that govern personal liability for traditional types of communication. When posting on social media, your statements should not indicate that you are speaking on behalf of Southwest Minnesota State University or the School of Education, particularly if you are employed by SMSU. You are responsible for what you post online whether it is on your own site or on the sites of others. Student employees may want to consider adding a disclaimer to their social media accounts, noting that the thoughts and views expressed are their own and are not representative of the views of SMSU or of SMSU's School of Education.

SMSU's School of Education encourages all teacher candidates to use established processes in directing complaints or concerns about coursework, faculty, or clinical experiences to the Chairperson of the School of Education and/or the Director of Clinical Experiences in Education. This policy is not intended to govern or restrict your personal presence online or to otherwise restrict your right to free speech.

### **General guidelines for social media use:**

1. Know when and what to share, and when not to engage. Be careful when discussing topics where emotions may run high (i.e., religious and political topics) and show respect for the opinions of others.
2. It is usually best not to engage or respond to those who are posting negative comments; "two wrongs do not make a right".
3. Be careful not to post private or personal information about professors, other candidates, or mentor teachers or students in your field experiences.
4. Remember that images, video, and other forms of media are included in copyright protections; all images and videos that are not your own should include information that credits the source.
5. Keep in mind that all E-12 students are covered by privacy protections; images/video of students require permission from all parents/guardians.
6. Remember that your cooperating teachers, students in your clinical experiences, and their parents/guardians, along with the administrators in our partnering host schools, will be looking online to find out more information about you as a teacher candidate in the classroom. Everything that you have ever posted, along with all that has been posted by others and tags you, will be seen by this group of stakeholders. Guard your online presence carefully and make sure it represents the 'you' that you want the world to see!

### **Consequences of inappropriate use of social media:**

Violation of these guidelines may result in a delay/reassignment of a clinical experience such as pre-student teaching or student teaching that could impact your timely completion of the program, or even in removal from SMSU's Teacher Preparation Program for serious offenses. Candidates may be placed on a growth plan if warranted.

- I understand the social media guidelines and possible consequences.

## **SMSU SCHOOL OF EDUCATION TEACHER CANDIDATE HANDBOOK**

- I have read, understand, and agree to policies identified in the SMSU School of Education Teacher Candidate Handbook, which is available under Teacher Candidate Resources on the [SoE webpage](#).

I have read and understand the following as noted:

- Professional Dispositions and Code of Ethics for Minnesota Teachers

- Listserv Enrollment
- EMAE – Education Minnesota Aspiring Educators Membership and Liability Insurance
- Social Media Guidelines
- SMSU School of Education Teacher Candidate Handbook

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Mustang ID: \_\_\_\_\_