

# Professional Disposition Infraction

All teacher education candidates must demonstrate appropriate skills and behaviors when completing placements in the field. As a teacher education candidate in the College of Education at Mississippi State University, you are expected to exhibit the dispositions listed below. Dispositions are defined by The National Council for Accreditation of Teacher Education (NCATE) as the values, commitments and professional ethics that influence behaviors toward students, families, colleagues and communities and affect student learning, motivation and development as well as the educator's own professional growth. Dispositions are guided by beliefs and attitudes related to values such as caring, fairness, honesty, responsibility and social justice. In the event that you receive two (2) disposition infraction forms, a Disposition Committee will counsel with you and decide on your status in the program. *A meeting may be warranted based on the first disposition infraction.*

## 1. Responsibilities:

- Is present, punctual, and prepared for classes and field experiences
- Completes assignments in a timely manner
- Is dependable; cooperative; self-directed; accepts responsibility
- *Follows guidelines in course syllabi, university and school handbooks*
- Exhibits dress and grooming appropriate for the setting  
(CFPO 1-Initial; CFPO 1-Advanced)

## 2. Communication:

- Uses appropriate language
- Demonstrates ability to speak and write with clarity
- Uses standard English in writing and speaking
- Is a good listener  
(CFPO 5-Initial; CFPO 5-Advanced)

## 3. Interpersonal Skills:

- Shows courtesy and respect for faculty, administrators, students, teachers, staff, peers, parents, and members of the community
- Works collaboratively with others
- Avoids disparaging or critical remarks
- Establishes positive rapport and appropriate relationships
- Shows sensitivity to all students
- Is committed to diversity, open-minded, supportive, and encouraging  
(CFPO 2, 8, 9, 12-Initial; CFPO 2, 5, 9-Advanced)

## 4. Classroom Characteristics:

- Is positive, enthusiastic, optimistic, patient, fair, empathetic, inquisitive, and resourceful
- Places needs of students first
- Respects individual differences
- Shows initiative and creativity
- Is dedicated to teaching and learning; demonstrates persistence in helping all children achieve success
- Exhibits classroom awareness and caring attitude toward all students  
(CFPO 2, 3, 4, 5, 6, 10-Initial; CFPO 2, 3, 4, 5, 6, 12, 14-Advanced)

## 5. Judgment:

- Is mature, exhibits self-control, reacts appropriately under stress
- Is flexible, adapts to change
- Is able to accept and express different points of view in a professional manner
- Uses good judgment
- Accepts responsibility for own actions  
(CFPO 2, 6, 11-Initial; CFPO 2, 6, 10-Advanced)

## 6. Ethics:

- Demonstrates truthfulness and honesty
- Maintains ethical and legal behaviors in interactions with others
- Maintains confidentiality
- Respects intellectual property of others by giving credit and avoiding plagiarism/cheating
- Adheres to ethics/policies of university, schools, and profession  
(CFPO 1, 4-Initial; CFPO 1, 4-Advanced)

## 7. Self-Reflection:

- Engages in problem solving and self-evaluation
- Reflects on decisions made concerning students, teaching methods, and subject matter
- Accepts constructive criticism in a positive manner
- Uses feedback to make improvements
- Strives for personal and professional growth  
(CFPO 8, 9, 11-Initial; CFPO 8, 9, 12, 14-Advanced)

## Disposition Infraction Process During Internship

If a COE university supervisor or Director of OCFBI recognizes disposition related infractions by a teacher intern, the following procedures will be implemented:

1. The Director of OCFBI, or her designee, will complete a disposition infraction form on an intern.
2. An intern will receive in writing a notification of receipt of form by OCFBI and a meeting will be scheduled to review the form and information. After review of the form(s) between intern and OCFBI; the intern will be asked to sign the form. The signature is not an agreement with or to the infractions but denotes that the candidate has reviewed the form. The form should be placed in the teacher intern's file in OCFBI. An intern will have a right to submit a document outlining their side of the story and keep it in the file along with the form submitted.
3. The intern will be required to meet with the Director of OCFBI (or their designee) and at least one other COE staff member. The Director of OCFBI (or their designee) will explain the next steps if another disposition should be filed and/or if the school district should ask the intern to leave the placement. The intern will be allowed to bring an advisor of their choice for any meeting scheduled. The advisor is not allowed to speak or present the case on behalf of the student.
4. When a second disposition infraction form on a teacher intern is placed in the intern's file, or when a district asks an intern to leave their placement, a disposition infraction committee will be formed by the Director of OCFBI (or their designee). **A meeting could be warranted based on the first disposition infraction.** The Director of OCFBI (or their designee) will coordinate the meeting with the committee which will consist of at least 3 COE faculty/staff and said meeting will be scheduled for a date that is within three (3) business days of submission of the disposition infraction form. The intern will be allowed to bring an advisor of their choice for any meeting scheduled. The advisor is not allowed to speak or present the case on behalf of the student. If the intern chooses to bring legal representation, the intern must notify the OCFBI Director within 24 hours prior to the scheduled meeting.

5. If the Disposition Infraction Committee recommends dismissal from the internship, the teacher intern will be immediately dismissed from the internship. The intern will receive in writing what the violation was and the terms of the dismissal. To be considered for readmission the intern must show substantial growth in the areas of deficiency identified in the disposition infraction process (see #7 of the Disposition Infractions Process).
  - a. The decision may be appealed, but a petition for an appeal must be made in writing by the student to OCFBI within three (3) business days of the student's receipt of the Dispositions Infraction Committee's decision. A petition for appeal will be reviewed by the Dean of the College of Education or their designee to determine its merit and must be based on one or more of the following reasons:
    - i. An error in procedure, which prejudiced the process to the extent that the participant was denied a fundamentally fair hearing as a result of the error. Procedural flaws alone are not grounds for an appeal. Significant procedure errors that may have affected the verdict or sanction will be considered.
    - ii. The emergence of new evidence that could not have been previously discovered and that, had it been represented at the initial committee meeting, would have substantially affected the original decision of the hearing body.
6. Upon dismissal from the internship, the teacher intern will not be allowed to return to the course(s) that include a field experience component (1<sup>st</sup> placement, 2<sup>nd</sup> placement, or seminar). If the teacher intern appeals the dismissal he/she will not be allowed to return to the placement until the appeals process is over. If the decision of the committee for dismissal is upheld following the appeals process, a grade of "F" will be awarded for the placement and "W" for seminar and the intern will be administratively withdrawn from the 2<sup>nd</sup> placement if infraction occurred during first placement.
7. To reapply for admission to teaching internship, interns must submit the following information to the Director of OCFBI:
  - a. A 1-2 page letter justifying readmission to Phase III identifying how previous deficiencies have been rectified.
  - b. Three letters of recommendation to include one COE faculty member and one currently employed P-12 educator or administrator. Each letter must include contact information (email address and phone number).
  - c. A transcript indicating any coursework since being dismissed from internship.
8. Upon submission of the items set forth in a-c, the Director of OCFBI (or their designee) will convene a Disposition Infraction Review Committee composed of at least three (3) COE faculty/staff to rule as whether to allow readmission to Phase III. The committee's decision must be sent to the Dean for approval signature. The decision of the committee and/or the Dean can be appealed to the Provost, or their designee within five (5) business days of the signed decision by submitting a letter of appeal to the Provost.

**Mississippi State University**  
**College of Education**  
**Teacher Education Professional Dispositions Form**

Teacher Intern's Name: \_\_\_\_\_ ID \_\_\_\_\_

Course: \_\_\_\_\_

Semester: \_\_\_\_\_ Year \_\_\_\_\_

Circle the area being addressed:

- |                              |                    |
|------------------------------|--------------------|
| 1. Responsibilities          | 5. Judgment        |
| 2. Communication             | 6. Ethics          |
| 3. Interpersonal Skills      | 7. Self-Reflection |
| 4. Classroom Characteristics | 8. Other: _____    |

Part 1. Faculty Member's Description of Concern(s) and Recommended Action (attach additional information if needed)

Faculty Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Intern's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature indicates the form has been shared with the student.)

Check Appropriate Statement: This Teacher Intern Professional Dispositions Form will be placed in the candidate's file for further reference regardless of statement checked.

\_\_\_\_\_ Deficiency addressed by faculty member. No Disposition Infraction Committee action required.

\_\_\_\_\_ Disposition Infraction Committee action required.

Describe how the deficiency was addressed. (attach additional information if needed)

