Student Teaching Placement Guidelines

Student Teaching Eligibility Requirements: *(In order to student teach the following requirements must be met.)*

- Earned an overall GPA of 3.0 (or according to your major) and a GPA in all designated courses with a C or better *(Note: if your GPA falls below the minimums at the end of this fall semester, you will not be permitted to student teach)*
- You must be registered for both student teaching placements
- All clearances must be current until the Friday of the last day of the second student teaching placement.
  1. Current Criminal Record Check
  2. Current Pennsylvania Child Abuse History Clearance
  3. FBI Criminal History Clearance
  4. Current Negative TB test results
- All student teaching candidates must have liability insurance coverage until the end of the second placement of $1,000,000 or more.
- Candidates must show evidence of having attempted the PRAXIS II/Pearson test *before* student teaching.

Placements: Your placement is an invitation.

- Placements may change for the following reasons:
  1. The cooperating teacher decides not to take a student teacher
  2. Circumstances change within the school that dictate a change
  3. A student teacher does not meet the requirements to student teach

Student Teaching Periods:

1. Contact the cooperating teacher of your first placement before the end of this semester
2. Call the school, give your name and say you" will be student teaching with…"
3. Ask for an appropriate time to call your cooperating teacher personally
4. Make an appointment to visit your cooperating teacher
5. Visit your cooperating teacher before this semester ends
6. Download and complete the **Biographical Sketch** form *found online on the Office of Student Teaching Website*. Duplicate *four* copies of the **Biographical Sketch** form. Give copies to: (1) First placement supervisor (2) First placement cooperating teacher (3) Second placement supervisor (4) Second placement cooperating teacher
7. Please refer to the Student Teaching Semester Calendar for beginning and ending dates for each placement.

Important Information from Cooperating Teacher:

- Find out what time you should arrive at school
- Find out where you can park
- Find out about the dress code
- Ask to see any school handbooks
- Ask about the school and class rules
- Discuss unit topics so you can begin to prepare the unit
- Exchange email addresses and phone numbers with your cooperating teacher
• It is a good idea to get your cooperating teacher’s personal phone number if he/she is willing to give it to you.
• Make sure you know the phone number for the school and the extension for your cooperating teacher’s classroom
• Ask your cooperating teacher to share any information that will help you get off to a good start

Practicum Session:
1. Practicum will meet every Tuesday from 3:30 p.m. to 5:30 p.m. unless otherwise announced.
2. Attendance at practicum is mandatory. Your supervisor will let you know where to meet.

Expectations:
• Daily attendance is required during student teaching (all anticipated excused absences must be documented in advance with your cooperating teacher and supervisor) (Note: excused days must be made up at the end of each placement)
• You are expected to follow the school calendar and school day where you student teach
• You must present detailed lesson plans to your cooperating teacher 24 hours before the lessons are taught. Your cooperating teacher must sign and date the lesson plans. You are expected to teach the lessons from those detailed lesson plans

Requirements:
• It is important to consistently communicate with your supervisor about university requirements and with your cooperating teacher about classroom requirements.
  1. Daily detailed lesson plans
  2. Teacher Work Sample (TWS) is to be completed during the first placement.
  3. Three (3) written observations of teachers other than your cooperating teacher are to be completed for both placements by each student teacher.
  4. Unit plans are to be completed and taught during both placements
  5. For one full week or more you are to assume the full teaching load for both placements
  6. Complete and present your professional portfolio (your supervisor will provide specific information about the portfolio).
• Serious Professional Considerations to Help You be Successful
  1. Arrive early and be willing to stay beyond the school day
  2. Show initiative and be prepared—don’t sit in the back of the room
  3. Communicate and Demonstrate that you want to be a teacher
  4. Follow the teacher’s day and school calendar
  5. If you are ill, contact your cooperating teacher and supervisor as soon as possible
  6. Relate to students as a teacher not a friend—don’t become “chummy”
  7. Carefully think about what you say to students
  8. Be teachable
  9. Don’t gossip in or out of school
  10. Dress a bit dressier than the teachers’ dress code calls for
• Be Prepared for Emergencies:
  1. Have two alarm clocks set
  2. Have a back-up ride to school
  3. Have a back-up for child care
• Notify your supervisor of any unexpected daily schedule changes

Last Revised: 11/15/2016