

The Office of School-Community Partnerships

Application Information and Procedures

Elementary, Secondary, and All-level Student Teaching

All students in Elementary, Secondary Education, and NK-12 programs are required to successfully complete student teaching. In order to student teach, you must:

- be accepted to the Professional Program prior to submitting an application;
- have and maintain a 2.7 cumulative grade point average;
- complete an online student teacher application and upload necessary paperwork via Taskstream by the deadline;
- have completed and received a C or better in all prerequisite courses.

The deadline for the spring semester is September 15; the deadline for the fall semester is February 15. Please note: date may be changed depending on holiday closings or if the date falls on a weekend. Please check the website for the correct date for the application deadline.” We are not obligated to honor late applications.

Please note: You must make an appointment with our office after you have submitted your completed application.

The **resume** is based on your teaching experiences to date. It is recommended that you follow the format of the sample resume provided on our website.

The autobiographical **essay** should emphasize your work with children and/or students; include information specific to your discipline as applicable.

Your application packet will be read by district facilitators, principals, and teachers. Convey what you would like them to know about you. Remember the Career Service Office in Willard Hall Room 100 offers several resume writing workshops to help you. A copy of your complete and up-to-date unofficial **transcript(s)** including both CCSU and those from other institutions is required.

Answers to Some Frequently Asked Questions

What is the Process That Leads to a Placement For Student Teaching?

The process begins when the Office of School-Community receives and confirms that a student meets the criteria to student teach. Consultation with others involved in the teacher preparation process occurs and a request for potential placement is sent to the town’s district facilitator. The district facilitator’s role is to determine which trained teachers are available to take on a student teacher their district. Many factors must be considered before a district agrees to interview a potential student teacher. In the past, some student teachers have attempted to set up their own student teaching experience directly with the teacher. This practice is greatly discouraged and in many of these

instances, the district has been highly displeased with this practice. The policy for setting up a placement for student teaching was established in Connecticut in the late 1980's as part of the BEST assessment program. **We expect to work within this process and for our student teachers to also act in a professional manner by respecting this process.** However, a trained teacher may arrange for a student teacher placement through his/her district facilitator.

What Calendar Do I Follow—the School District's or the University's?

The student teaching calendar of days conforms to the cooperating school and not to the CCSU calendar.

How Long Do I Need to Wait After I Hand in My Application to Hear About My Placement?

Districts process the student teaching application forms at various paces. Some are quick to respond while others take longer. Some districts wait until they have completed all their placements before they inform the Office of School-Community Partnerships. We understand that you may get anxious waiting to hear about your placement. Know that we are working on the best possible placement for you. During the time you are waiting to hear about your placement, make sure you are preparing for this experience: put together a mini collection of artifacts that demonstrate your teaching experience (e.g., lesson plan, students' work); update your resume; and develop your philosophy of education.

What Do I Do When I Receive My Assignment?

As districts respond to our placement requests, you will be notified of your tentative assignment with all contact information by email. It is up to you to call the cooperating teacher or the principal to arrange an interview. **It is important that you set up an interview soon after you receive your confirmation of a tentative placement.**

Placements have been lost because the prospective student teacher did not contact the teacher in a timely manner. Upon completion of your interview, you are to be asked to remind the cooperating teacher to return the "Interview Confirmation Form" via email to our office. A tip sheet for interviewing can be found on our website. **Final placement is contingent on a successful interview.**

How Do I Register For Student Teaching?

Once an application has been accepted, student teachers are required to register for student teaching as usual via the Web. Registration for student teaching is dependent on permission of the Department of Teacher Education. Student teaching courses (EDEC 430, EDEL 430, EDM 430, EDSC 413, 414, 415, 417, 419, 420, 429, 435) may not be repeated without permission of the Director of the Office of School-Community Partnerships as well as the chairs of the student's major departments and teacher education. If you have any questions, please contact your advisor.

Things to keep in mind

Student teaching involves the entire semester. Some of the semester will consist of observation and gradual introduction to student teaching. You also may be taking courses

concurrently with student teaching; only those courses that are listed as concurrent requirements are permitted during the student teaching semester. You will have at least 10 weeks of student teaching experience. You may be expected to attend seminars on campus, before, during, and after this period.

Dormitory accommodations are not available during the university vacation periods. Please be sure to keep this office informed of any change of name, residence or telephone number. You must also inform the Registrar's Office of any changes.

The placement will be at an appropriate grade level or levels in line with your certification requirements. The actual grade, level, or setting to which you are assigned will be determined on the basis of the availability of trained teachers in the district and other factors beyond our control.

Visit the Office of School-Community Partnerships website for more resources:

<http://www.ccsu.edu/oscp/>