

Fingerprinting

Effective July 1, 2010, Connecticut law requires all students in teacher/educator certification programs to undergo state and national criminal history background checks before participating in school-based field experiences. As part of the background check, you will need to be fingerprinted. If you fail to pass the background check, you may be unable to complete your chosen degree program at Central Connecticut State University. You must adhere to the school district's fingerprinting requirements for your student teaching placement. The University will not be responsible for your inability to complete your chosen degree program.

This semester will be unlike any other semester you have experienced! In addition to full participation in the classroom teaching experience, teacher candidates are required to thoroughly plan for each lesson taught. This requires additional time outside of the typical school day.

Therefore, it is strongly recommended that teacher candidates do not work while participating in this semester-long experience. Exact expectations are outlined in the student teaching handbook and will be further elaborated at the mandatory student teaching orientation.

Student teaching is a privilege, not a right. As guests in public schools, all of our teacher candidates are expected to conduct themselves to the highest professional standards in all areas including dress, speech, actions, and behaviors. Removal from a student teaching placement may result in dismissal from the professional program with no recourse.

Orientation

A student teaching orientation will be held on campus at the beginning of the semester. Teacher Candidates are required to attend this mandatory orientation. Information about the orientation can be found on the OSCP website.

Handbook

Teacher Candidates are required to read and abide by all expectations outlined in the handbook. A hard copy will be provided to you at the orientation. An electronic copy can be accessed on the OSCP website.

EMAIL

Teacher Candidates are required to check their CCSU Email on a regular basis. All communication from the Office of School-Community Partnerships will only be sent to the Teacher Candidates' CCSU Email address.



Office of School-Community Partnerships
Henry Barnard Room 334
1615 Stanley Street, New Britain, CT 06051
Phone: 860-832-2417 Fax: 860-832-2172
Email ltafrate@ccsu.edu



School of Education and Professional Studies
CENTRAL CONNECTICUT STATE UNIVERSITY

Office of School- Community Partnerships

STUDENT TEACHING

THE BOTTOM LINE

Information you must know

All students in Elementary, Secondary Education, All-Level programs and Special Education are required to complete student teaching. **In order to student teach, you must:**

- be accepted to the Professional Program;
- complete and submit a student teacher application with all accompanying documents by the deadline;
- complete all prerequisite courses satisfactorily prior to student teaching with a C or better;
- complete all testing requirements;
- have and maintain a 2.7 cumulative GPA;
- have completed satisfactorily any incomplete grade received in your major area of study or a professional program course; and
- register for student teaching.

You may not enroll in any other classes during student teaching with the exception of any seminar associated with student teaching.

Placement Information

Teacher Candidates will be placed in Connecticut public schools and approved agencies/programs that serve special education students. All placements are made through a district facilitator and the OSCP. **Students may not arrange their own placements.** Our primary concern is to make placements that provide students the opportunity to develop professionally; therefore, Teacher Candidates often need to travel. If a student refuses a placement, we are under no obligation to find another placement that semester. Students who refuse a placement will need to reapply for student teaching the following semester.

Districts process the student teaching application forms at various paces. Some are quick to respond, while others take a month from the request before they assign tentative interviews. Some districts wait until they have completed all their placements before they inform the OSCP. We understand that you may get anxious waiting to hear about your placement. The best advice we can offer is that you trust that we are working on the best possible placement for you. Please make sure that you regularly check your CCSU email. The OSCP will only communicate with Teacher Candidates through the CCSU email. Sometimes, student teachers have not received their placements in a timely basis because they have not checked their CCSU email.

Assignments

As placements are completed, you will be notified of your tentative assignment. You are then asked to call the cooperating teacher or the principal to arrange an interview. You will be emailed the name of your tentative placement. Once you have scheduled your interview, you must notify the OSCP so that we can send the cooperating teacher necessary information.

Please note: Some districts have the potential cooperating teacher call the student directly to set up an interview. If you should receive a call from a cooperating teacher, go ahead and schedule the interview. **Notify the OSCP immediately about the interview and possible placement.**

- **Be timely in scheduling the interview.** There have been instances when a placement has been refused by a potential cooperating teacher because the student teacher waited an excessive amount of time to schedule. Failure to be timely may result in the student teaching experience being postponed until the following semester.
- **Final placement is contingent on a successful interview.** Do not assume in talking with the cooperating teacher on the phone that the placement is complete and automatic. The cooperating teacher, the principal, or department head may refuse the placement for various reasons, including an unsatisfactory interview; mismatch of personalities, expectations, or goals; or other reasons. Please contact us with any questions or concerns after the interview.

Delays

If, for any reason during the semester preceding student teaching, you decide not to pursue student teaching, you must notify the OSCP immediately. If we have secured a placement for you, we need to notify the cooperating teacher and the district, and perhaps use the placement for one of your colleagues. If we have not secured a placement, we need to know not to make further efforts on your behalf. If a student chooses to postpone student teaching after the semester has started, the student will need to seek permission from their program before future opportunities to student teach will be granted.

Grades

• Applying to student teach

Students who hold incompletes in course work may apply to student teach. However, the application will not be sent to districts until all incompletes have been awarded final grades. You will have **two weeks after the application deadline** to notify the OSCP that all work has been completed and a final grade has been awarded. Failure to do this will result in the application being withdrawn by the OSCP and the student will need to re-apply for the subsequent semester. Work must be given to the instructor in a timely manner to allow adequate time for review of the work.

• Incomplete grades posted prior to the semester of student teaching

Any incompletes posted prior to the semester of student teaching must be completed **two weeks before the first day of student teaching.** Failure to do so will result in cancellation of the placement by the OSCP; the student will need to re-apply for the subsequent semester.

Acceptable documentation may include an e-mail from the instructor or a note on University letterhead. The grade earned must meet all program requirements. All questions regarding the above should be directed to Lauren Tafra, Coordinator of OSCP.

The grade earned in any Professional Program course, or any course required by the respective major field of study, **must be a C or better.** Transcripts are checked at the end of the semester before student teaching. If a grade of C- or lower is posted, the OSCP will cancel the placement seven days after the grade posting period closes. The prospective student teacher may re-apply when a satisfactory grade is earned in the course. Additionally, if the cumulative grade point average falls below 2.7 during the semester before student teaching, the placement will be cancelled.