



Field Placement Office (PH-135)

Secondary Education and Youth Services (SEYS)

Initial Clinical Experience(ICE) Aspiring Teacher's Guide and Expectations

Professional Conduct:

Conduct yourself appropriately to the position, based on the ethos and customs of the school. Any conduct considered inappropriate may render you questionable as a future teacher candidate. If you need to be removed from the school for any reason, you will come under review by the Program Faculty Advisor.

Placement orientation at School:

Most schools will require an orientation with the principal or department chair before the aspiring student teacher is formally placed with a cooperating teacher. Your site supervisor will make the necessary arrangements with your site school to ensure a smooth transition for you.

It is important to remember that as an aspiring teacher in the Clinical Initial Experience (ICE), you are representing Queens College to your Cooperating School, your District, and the rest of the world. We ask that you please follow reasonable guidelines for appropriate behavior and conduct yourself as the professional your school expects you to be.

Expectation for Aspiring Student Teachers:

- ❖ Wear clothes appropriate to the role of a professional educator, conforming to the dress code of the faculty at your school.
- ❖ Be at the school during the hours required of the teaching staff and **be punctual**.
- ❖ Follow the regulations and policies established by the administration of your cooperating school.
- ❖ Practice sound professional ethics and hold all information concerning children in confidence.
- ❖ Honestly engage in conduct involving the performance of professional duties.
- ❖ Behave in a manner that could *not* be construed as sexual harassment of students.
- ❖ Refrain from placing inappropriate and ill-advised personal information on internet websites to which students might have access.
- ❖ Treat every student equitably, without regard for race, color, creed, sex, national origin, ethnic background, disabling condition, or sexual orientation.
- ❖ Do not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- ❖ Do not use coercive means, or promise or provide special treatment to students.

Follow the Rules of Thumb on the next page!

What Is Expected of aspiring Teachers, cont'd.

Rules of Thumb:

Be Flexible: Remember that the cooperating teachers have pressures upon them just as you have your own pressures to deal with. Try to be as helpful as possible. Remember this is an experience which will help to cultivate your future role as a teacher.

Follow School Rules: This might seem obvious, but it is important that you **do not break school rules**. For example, if it is against the rules to chew gum in class, then do not chew it yourself. If the campus is 'smoke free,' do not light up during your lunch period. This is not professional and would be a mark against you when your cooperating teacher and school report on your attitude and performance.

Plan Ahead: If you know you will need copies for a lesson, do not wait until the morning of the lesson to make them. Many schools have copying procedures that *MUST* be followed. If you fail to do so, you will be stuck without copies and will probably look unprofessional.

Befriend the Office Staff: This is especially important if you believe that you will be staying in the area and possibly trying for a job at the school where you are current doing your Initial Clinical Experience. The professional judgment of the office staff may be a consideration in the administration's hiring decision. Remember, they can contribute in facilitating and supporting your experience at the school. **Don't underestimate the value of the office staff within the educational community!**

Maintain Confidentiality: If you are taking notes about students or classroom experiences to turn in for assignments, never disclose the student's identity. This is in compliance with NYC- DOE, NYS, and Queens College guidelines.

Don't Gossip: It might be tempting to hang out in the teacher's lounge and indulge in gossip about fellow teachers and/or students. However, this is a risky choice. You might say something you may later regret. You might find out information that is untrue and that clouds your judgment. You might even offend someone without realizing it. Remember, these are teachers and students may be working with again in the future.

Be Professional With Fellow Teachers: Do not interrupt other teachers' classes without an absolutely good reason. When addressing your Cooperating Teacher, fellow teachers or administration always address them by their Professional name. You can learn a lot from these teachers, and they will be much more likely to share with you if they feel that you are genuinely interested in them and their experiences.

Don't Wait until the Last Minute to Call in Sick: You may get sick at some point during your student teaching and will need to stay home for the day. **You must contact** your Cooperating Teacher, Assistant Principal and your Site Supervisor as soon as you know you will not be able to make it.

Acknowledgement of Receipt and Acceptance of Aspiring Teacher's Guide and Expectation document for Initial Clinical Experience (ICE).

Please print & sign below as evidence that you have read the document.

Name: _____ Date: _____

Print Name

Signature

Site School: _____

Site Supervisor: _____

