



Field Placement Office (PH-135)

Secondary Education and Youth Services (SEYS)

STUDENT TEACHING APPLICATION PROCEDURES

SPRING SEMESTER, 2011

PACKET

The attached packet includes:

1. Yellow Student Teaching Application Card – A new card must be submitted every semester in which you will be student teaching (*make sure both sides of this card are completed so that we can contact you when necessary*).

Note:

Due to limited sites, students will be placed in assigned NYC schools where we have partnerships. However, you may request to be placed in a school of your preference. This request will be considered dependent on availability at that site and on a first come first serve basis.

2. Students seeking placement in a Long Island school must also complete the Background Information Sheet. Along with this form you must also provide documentation from the school District Office, Principal, Assistant Principal, and/or Cooperating Teacher supporting your placement in Long Island. **If no supporting documentation is received, we will place you in a NYC school.**
3. White Medical Card -- This card must be submitted prior to beginning student teaching unless it has previously been submitted (if you are not sure whether you have already completed this card, you may inquire with the Field Placement Office, in PH-135).
4. The Student Teaching Information Bulletin (this information should be read and shared with the appropriate Assistant Principal/Cooperating Teacher when you confirm your placement).
5. Student Teaching Guide & Student Teaching Expectations (Be sure to read and understand both attachments prior to Student Teaching).
6. Fingerprinting Requirements – All Secondary Education Students in order to be in compliance with NYC- DOE, NYS, and Queens College requirements must adhere to the following prior to beginning of Student Teaching.

-If you are scheduled to Student Teach you must be **fingerprinted, registered with the NYC DOE** for student teaching and must have a **TB exam** before going to the school sites.

-If you have **not** previously been fingerprinted by the City (DOE) or State please refer to the handout for instructions on how to be fingerprinted.

DEADLINE

Request Type	Student Due Date
For Long Island Placements	September 21, 2010
For NYC Placements	October 13, 2010

All documentation must be submitted to your Methods Professor by the due dates indicated.

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**** No application cards will be accepted after October 20. If you miss this deadline, you will have to apply for student teaching next semester. If you are unsure about student teaching or your placement, submit your application with a note indicating your dilemma and speak to your subject area advisor about your concerns.**

STUDENT TEACHING REQUIREMENTS

Placements will be made for prospective student teachers if the applicant meets the following criteria:

1. Is pursuing a sequence in a major.
2. Has completed pre-requisite courses (major and education).
3. Has a 2.75 GPA or higher. Be advised that INC, WU, ABS, NC or Z grades in any subject area are considered deterrents when considering a candidate for student teaching.
4. Has a medical and TB test on file in Field Placement Office, PH-135 prior to beginning Student Teaching.

IMPORTANT INFORMATION REGARDING REGISTRATION

- Remember to register for Student Teaching along with the required Curriculum & Assessment Course (i.e., SEYS 372.2/SEYS 572.2).
- Students may take no more than seven (7) credits along with student teaching.
- Student teaching plus one other course constitutes "full-time" status as per the Registrar's Office.

TUITION WAIVERS FOR COOPERATING TEACHER

Tuition-Waiver Request for your Cooperating Teachers will be issued by your Field Supervisor after you begin your student teaching semester.