



Field Placement Office (PH-135)

Secondary Education and Youth Services (SEYS)

Student Teaching 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 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 Interview at School:

- Most schools require an interview with the principal or department chair before the teacher candidate is formally accepted. Contact the school (or District Office when dealing with Long Island placements) immediately after receiving information about your placement. At the interview, be prepared to address the following questions:
 1. Tell us about yourself.
 2. Why do you want to become a teacher?
 3. Describe your content area knowledge.
 4. What did you learn from our previous field experiences?
 5. What are your goals for student teaching?
 6. What strengths do you bring to the classroom?
 7. What else would you like us to know about you?

- Research the district demographics ahead of time and be prepared to discuss and ask questions about the school, its educational philosophy and community resources:
 1. What specific courses will I be teaching so that I can prepare in advance?
 2. Can you describe the culture or the educational philosophy of the school?
 3. Are there any school-wide or department programs underway to improve teaching and learning?
 4. How involved are the parents and parents of the English Language Learners?
 5. To what extent does the school district draw on the linguistic and culture diversity of the community in its activities?

- It is important to remember that as a Student Teacher, 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 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 supervisor of the school system.
- ❖ 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.

-----DETACH HERE SIGN AND RETURN-----

<p>Please Print & sign below as acknowledgment of receipt that you have read the <i><u>Student Teaching Guide and Expectation.</u></i></p>	
<p>Name: _____</p> <p style="text-align: center;">Print Name</p>	<p>Date: _____</p> <p style="text-align: center;">Signature</p>
<p>Site School: _____</p>	<p>Site Supervisor: _____</p>

What Is Expected of Student Teachers, cont'd.

Rules of Thumb:

Be Flexible: Remember that the cooperating teacher have pressures upon them just as you have your own pressures to deal with. If you normally teach only 2 classes and the cooperating teacher asks that you take on extra classes one day because s/he has an important meeting to attend, look at this as your chance to get even further experience while demonstrating your dedication to your cooperating 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 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 teaching. The opinions of these people will have an impact on whether or not you are hired. They can also make your time during student teaching much easier to handle. Don't underestimate their value.

Maintain Confidentiality: If you are taking notes about students or classroom experiences to turn in for grades, you should either not use their names or change them to protect their identities. You never know who you are teaching or what their relationship might be to your instructors and coordinators.

Don't Gossip: It might be tempting to hang out in the teacher's lounge and indulge in gossip about fellow teachers. However, this is a risky choice. You might say something you 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 you could be working with again in the future.

Be Professional With Fellow Teachers: Do not interrupt other teachers' classes without an absolutely good reason. When speaking with your cooperating teacher or other teachers, treat them with respect. 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 remember that the regular teacher will have to take over the class during your absence. If you wait until the last minute to call in, this could leave them in an awkward bind. Call as soon as you know you will not be able to make it.