

Secondary

Education

**Student
Teaching
Handbook**

STATE UNIVERSITY OF NEW YORK AT NEW PALTZ

State University of New York at New Paltz School of Education

Department of Secondary Education: Student Teaching Handbook

This handbook is for candidates registered for student teaching or planning to student teach in the Department of Secondary Education. Guidelines in this handbook apply to undergraduate and graduate students.

It is also addressed to SUNY New Paltz clinical supervisors and to school faculty to assist them as they work with teacher candidates.

Our Conceptual Framework

The Professional Education Unit at SUNY New Paltz, which includes the Department of Secondary Education, has adopted a conceptual framework for its programs entitled “Caring, Critical and Reflective Professionals Responsive to the Needs of a Diverse Society.”

The framework identifies six values and commitments that the unit strives to cultivate among its own faculty and staff as well as in the candidates it serves:

- Inquiry
- Intellectual Growth
- Professionalism
- Appreciation of Human Diversity
- Advocacy for Students
- Democratic Citizenship

Through coursework, field observations, and clinical practice, the unit aims to prepare “Caring and Critical Professionals for a Diverse Society” who are committed to:

inquiry: reflection on all aspects of educational student and participation in educational research;

intellectual growth: broad knowledge of one’s discipline, the liberal arts and sciences, curriculum planning, pedagogy, the social foundations of education, and technology;

professionalism: collegiality with families, communities and fellow professionals; an ethically informed philosophy; and effectiveness in institutional change;

appreciation of human diversity: understanding of and sensitivity to differences based on race, gender, class, sexual orientation, disability, language, religion, culture and family life that affect learning and development;

advocacy for students: concern for and understanding of human development, students’ rights to equal educational opportunity, and the existing barriers to these in schooling today;

democratic citizenship: commitment to education as a right of all people, to education for active participation in public life, and to equitable and collaborative work with others.

Contents:

Preparing to Student Teach	1
Placements	1
Legal Issues	2
Candidate Responsibilities	2
Clinical Supervisor Responsibilities	3
School Faculty Responsibilities	3
Evaluations and Grades	4
Clinical Supervisor Travel Expenses and School Faculty Honoraria	4
Contact Information	5

Preparing to Student Teach

Undergraduate.

Undergraduates must have completed all requirements of their Plans of Study for both the School of Education and the College of Liberal Arts and Sciences by the beginning of the semester in which they plan to student teach.

They also require the approval of the coordinator and chair and a:

- 2.5 overall GPA;
- 2.75 GPA in Pedagogical Core;
- 2.5 GPA in Content Core;
- B or better in Methods Course; and
- satisfactory Program Portfolio

Graduate.

Candidates in the Master of Arts in Teaching (MAT) program must continue to meet all criteria of that program and have the approval of the program coordinator and chair. Full details of the MAT program criteria are available at: www.newpaltz.edu/secondaryed/sec_ed_mat.html.

Applications.

Applications for student teaching placements and résumés must be completed and submitted to the Student Teaching Office one year prior to the anticipated Student Teaching semester. Information is available at www.newpaltz.edu/studentteaching.

Résumés.

All candidates must prepare a résumé and submit it to <http://newpaltz.erecruiting.com/er/security/login.jsp>. For guidelines to prepare your résumé candidates should contact the Career Resource Center (www.newpaltz.edu/careers/resume.html).

Medical Clearance.

All candidates must have medical clearance from Student Health Services (www.newpaltz.edu/healthcenter/clearances.html) by the last day of the semester preceding Student Teaching. They must also meet any medical requirements imposed by the school district (such as presenting evidence of a negative TB test).

Candidates with Disabilities.

Candidates with disabilities who wish to request reasonable accommodations during student teaching under the ADA and Section 504 of the Rehabilitation Act must meet with the Disability Resource Center (DRC) (www.newpaltz.edu/drc/) on campus. After reviewing documentation, the DRC staff will determine reasonable accommodations. It is the candidate's responsibility to take the DRC's written instructions on accommodations to the Student Teaching Office.

Placements

The College arranges all Student Teaching placements. Candidates may not take any steps to arrange their own placements with the exception of making a request to the Student Teaching Office. The College will not place candidates in districts in which their children attend school or in which a close family member works. Other restrictions may apply in accordance with varying district policies and decisions of the Secondary Education Department.

Candidates must:

- meet any GPA requirements of the district(s) in which they wish to student teach;
- pass an interview with the principal and cooperating teacher;
- be responsible for their own transportation and be prepared to commute up to 45 miles, one-way, to placements;
- have completed the two state-mandated workshops --
 - Recognizing and reporting symptoms of child abuse
 - Prevention of school violence (SAVE);
- be able to document fingerprinting clearance.

Each candidate will have one Adolescence Education student teaching experience in a High School and one in a Middle/Jr. High School. At least one of these placements will be in a school district defined as "high needs" by the New York State Education Department. A list of such districts is available at www.emsc.nysed.gov/irts/school-accountability/home.shtml.



Legal Issues

While student teaching, candidates are protected by:

Section 3023 of the New York State Education Law. This section requires that each school district protect candidates from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to any person. This protection applies only if the candidate was performing duties within the scope of the position of student teacher.

Section 3001, Subsection 2 of the New York State Education Law. This section states that a student teacher is legally permitted to student teach without the presence of the certified teacher in the classroom if the classroom certified teacher is available at all times and retains supervision of the student teacher.

The College does not allow student teachers to be used as paid or unpaid substitute teachers. They may, however, do student teaching under the supervision of a certified substitute teacher.

Sexual Harassment.

Every person is entitled to a work and learning environment free from the devastating effects of sexual harassment. If any candidate encounters sexual harassment or inappropriate attention during student teaching, he or she should report the situation to the clinical supervisor or to the Student Teaching Office so that the placement can be changed.

Depending upon the circumstances, the candidate may also wish to report the incident to the Office of Student Affairs. Candidates need to keep complete, dated, contemporaneous notes on incidents of concern so that the College can take appropriate action to protect candidates' right to learn and to student teach without harassment.

Child Abuse.

Candidates are mandated reporters of suspected child abuse. All candidates are to keep complete, dated, contemporaneous notes on incidents or observations that raise concern.

The College expects that candidates will immediately report any concerns to the principal of the school involved. Making this report does not absolve a candidate of responsibility to file a Child Protective Services report, but it may bring about quicker action to protect the child.

If the concern is about a school faculty member's behavior, candidates may ask their clinical supervisor to accompany them to meet with the principal.

Candidate Responsibilities

Expectations for candidates are outlined in the course syllabi. Additional expectations may be outlined as the placement progresses.

During student teaching placements, candidates follow public school calendars, not the College calendar. There are no authorized absences from student teaching on school days, including on College breaks. Candidates must notify both their school faculty member and their clinical supervisor if they will be absent because of illness. Candidates should expect to make up the days missed.

Candidates must observe the same hours that the school faculty do and should be prepared to attend parent conferences and staff meetings in the evenings or on conference days. Candidates are responsible for finding out how the school announces snow day closings and delays and should understand that scheduled school breaks may be shortened if excessive snow days are used.

College Seminars.

Each program in the Department of Secondary Education holds seminars for teacher candidates. Attendance is required.

Clinical Supervisor Observations

Clinical supervisors make one introductory visit within the first two weeks of the placement and at least two observations for each student teaching placement. They may arrange observations ahead of time or arrive unannounced.

Clinical supervisors will give candidates written comments and suggestions after each observation. There is no special format for these comments and suggestions, but they should include specific suggestions for improvement.

Failure to Progress.

If a candidate's performance is poor and shows little potential for improvement, she or he should be informed and possibly removed from the placement. If a clinical supervisor has a sense that this situation may be developing, the candidate and the clinical supervisor should discuss the situation with the subject area coordinator.

If a school asks that a candidate be removed from a placement, the candidate should leave immediately, returning all school property and keys. The candidate and clinical supervisor will meet with the subject area coordinator, who will decide whether another placement is warranted.

If a clinical supervisor considers a placement unacceptable for any reason, the candidate will leave the placement and the clinical supervisor and candidate will discuss the situation with the subject area coordinator.

School Faculty Responsibilities

Day-to-day guidance and constructive criticism is invaluable for preparing students to take over full responsibility for two weeks of classes. Specific suggestions include:

- Give the candidate lesson plans or a plan book and past lesson plans and suggestions for each learning unit when possible.
- Give the candidate a copy of the faculty handbook and school calendar.
- Remain in the classroom to observe the candidate until the final weeks of the placement.
- Help candidates evaluate their teaching and learning activities in the classroom and provide appropriate feedback.
- Treat the candidate as a professional in front of classes, colleagues and parents.
- Include the candidate in parent conferences and staff meetings whenever possible.

The school faculty members have a right to expect professional behavior from candidates. Please discuss with the candidate (and clinical supervisor, if appropriate) any incidents of:

- lateness or excessive absence;
- difficulty in interpersonal relations;
- failure to observe safety procedures;
- lack of initiative;
- inappropriate dress or conduct; and
- negligence.

Evaluations and Grades

Student Teaching is graded S (Satisfactory) or F (Fail). The clinical supervisor is responsible for assigning and reporting candidates' grades in student teaching. Forms on which to report grades are available from the Student Teaching Office. Completed forms with candidates' grades must be submitted to the subject area coordinator prior to the deadline for college faculty to submit grades for the semester (see College calendar).

A candidate may have an "H" (Hold) entered for his/her grade, in case of illness or emergency, providing that the student's work has been successful up to that point. Candidates are to make up any days missed.

Candidates are responsible for meeting all academic requirements, including written assignments, assigned by the College supervisor and the subject area coordinator.

Final evaluations (e.g. STIFA) are due within one week of the end of the placement and should be completed online at: my.newpaltz.edu. Observation summaries and related evaluation forms should be completed and sent to:

Student Teaching Office – SCB 104
SUNY New Paltz
1 Hawk Drive
New Paltz, NY 12561-2443

FAX: (845) 257-2821

Candidates may ask the school faculty and College supervisors to complete a recommendation for employment. Candidates may collect the appropriate form at the Office of Career Advising.

Clinical Supervisor Travel Expenses and School Faculty Honoraria

Travel Vouchers. Clinical supervisors should complete and return a travel voucher and a statement of automobile travel at the end of each month, including all expenses for mileage, tolls, and parking. The State does not reimburse for lunches, postage, or telephone calls.

Honoraria and Tuition Waivers. School faculty should complete the Stipend/Waiver Election form to request a:

- stipend check for \$200.00
or
- tuition voucher worth \$250.00, which is redeemable at all SUNY state-operated campuses and will be valid for 25 months. If a teacher does not wish to use this voucher, it reverts to the chief administrative officer of the school system, who may then give it to another member of the professional staff in the school district.

SUNY administrative policy does not allow school faculty to use a voucher for another person's tuition, to sell it, or to give it directly to another staff member.

The College processes all election forms at the end of the semester. They should be sent to:

Student Teaching Office - SCB 104
SUNY New Paltz
1 Hawk Drive
New Paltz, NY 12561-2443

Student Teaching Office

Dr. Margaret Veve, Coordinator of Student Teaching
vevem@newpaltz.edu, (845) 257-2822

Department Secretary
(845) 257-2840

Department Secretary
(845) 257-2822

Department of Secondary Education

Dr. Devon Duhaney, Chair
duhaneyd@newpaltz.edu, (845) 257-2850

Dr. Tim Dewar, English Undergraduate Coordinator
dewart@newpaltz.edu, (845) 257-2847

Dr. Laura Dull, Social Studies Coordinator
dullj@newpaltz.edu, (845) 257-2849

Dr. Marinellia Garatti, Foreign Languages Coordinator
garattim@newpaltz.edu, (845) 257-3485

Dr. Elaine Hofstetter, Mathematics Coordinator
hofstete@newpaltz.edu, (845) 257-2856

Dr. Rachel Mattson, Social Studies Undergraduate Coordinator
mattsonr@newpaltz.edu, (845) 257-3116

Dr. Rosemary Millham, Science Coordinator
millhamr@newpaltz.edu, (845) 257-3118

Dr. Mary Sawyer, English Coordinator
sawyerm@newpaltz.edu, (845) 257-3114



notes:

Revised October 23, 2008

STATE UNIVERSITY OF NEW YORK
NEW PALTZ