

**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 our student teachers.

# 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 experiences, and clinical student, the unit aims to prepare “Caring and Critical Professionals for a Diverse Society” who are committed to:

**inquiry:** reflection on all aspects of educational practice 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; and

**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	<b>1</b>
Placements	<b>1</b>
Legal Issues	<b>2</b>
Candidate Responsibilities	<b>2</b>
Clinical Supervisor Responsibilities	<b>3</b>
School Faculty Responsibilities	<b>3</b>
Evaluations and Grades	<b>4</b>
Clinical Supervisor Travel Expenses and School Faculty Honoraria	<b>4</b>
Contact Information	<b>5</b>
Notes	



## 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 or the College of Physical Science and Engineering by the beginning of the semester in which they plan to student teach. They also require the approval of their area 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

Satisfactory Program Portfolio

**Graduate.** Candidates in the Master of Arts in Teaching program must continue to meet all criteria of that program and have the approval of their area coordinator and chair. Full details of the graduate program criteria are available at: [www.newpaltz.edu/secondary/sec\\_ed\\_mat.html](http://www.newpaltz.edu/secondary/sec_ed_mat.html)

**Applications.** Student Teaching Applications and resumes must be completed and emailed to the Student Teaching Office one year prior to the anticipated Student Teaching semester. Applications are available for eligible students after logging in at: <http://my.newpaltz.edu>.

**Medical Clearance.** All candidates must have medical clearance from Student Health Services 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) on campus. After reviewing documentation, the DRC staff will determine reasonable accommodations. It is the candidate's responsibility to bring 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 their children attend 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; and

be prepared to commute up to 45 miles to placements.



# 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 any 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 Student Affairs ([www.newpaltz.edu/studentaffairs/haven.html](http://www.newpaltz.edu/studentaffairs/haven.html)) Candidates need to keep complete, dated, contemporaneous notes on any 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 any incidents or observations that raise concern. On a practical level, 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 should ask for their clinical supervisor to accompany them to meet with the principal. The program coordinator, department chair and the Dean of Education should be notified by the student teacher's clinical supervisor immediately.

# Candidate Responsibilities

Expectations for candidates are outlined in course syllabi and by the College supervisor for specific subject areas or the subject area coordinator. 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. They should expect to make up the days missed.

Candidates must observe the same hours that 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 a seminar for student teachers. Attendance is required.

## Clinical Supervisor Responsibilities

College 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.

College 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 college supervisor has a sense that this situation may be developing, the candidate and the college 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 clinical supervisor and candidate will discuss the situation with the subject area coordinator for a possible placement change.

## School Faculty Responsibilities

Day-to-day guidance and constructive criticism are 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.

Treat the candidate as a professional in front of classes, colleagues and parents.

Include the candidate in parent conferences and staff meetings whenever possible.

School faculty 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; or
- negligence.

## Evaluations and Grades

Student Teaching is graded S (Satisfactory) or F (Fail). The college supervisor is responsible for assigning and reporting candidates' grades in student teaching. Forms on which to report grades are available online. Grades must be submitted online by 4 pm on the day before the "grades due" date in the Schedule of Classes.

A candidate may earn an "H" (Hold) only in case of illness or emergency, providing that the student's work has been successful up to that point. Candidates may be required 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 are due within one week of the end of the placement and should be completed online. Observation summaries and related evaluation forms should be completed and sent to the address before as appropriate to:

Student Teaching Office - OM 107A  
SUNY New Paltz  
800 Hawk Drive  
New Paltz, NY 12561-2442

or faxed to: (845) 257-2821

Candidates may ask cooperating teachers and College supervisors to complete a recommendation for employment. Candidates may pick this form up 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, with original receipts. 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. It 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 - OM 107A  
SUNY New Paltz  
800 Hawk Drive  
New Paltz, NY 12561-2442

# Student Teaching Office

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

**Mrs. Jeanette Chiapperino, Secretary**  
chiappej@newpaltz.edu, (845) 257-2840

**Mrs. Laura Bohan, Secretary**  
bohanl@newpaltz.edu, (845) 257-2822

## Department of Secondary Education

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

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

**Ms. Marinellia Garatti, Foreign Languages Coordinator**  
garattim@newpaltz.edu, (845) 257-3491

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

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

**Dr. Vern Todd, TESOL Coordinator**  
toddv@newpaltz.edu, (845) 257-2818

**Dr. June Zuckerman, Science Coordinator**  
zuckerjt@newpaltz.edu, (845) 257-2825



notes:



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