

**MEETING AGENDA FOR ORIENTATION TO STUDENT
TEACHING PLACEMENT PROCESS
(Spring 2011 APPLICANTS)**

I. Intro to Placement Process

- a. Eligibility
- b. Process
 - i. All placement requests must be made from the Student Teaching Office using the process expected by each district.
 - ii. Students' requests for placement in specific districts may be honored if program parameters are met and volunteers are available.
 - iii. Students are not allowed to seek their own placement under any circumstances.
 - iv. Teachers desiring to take on a specific student as a student teacher must identify that preference using the "Fieldwork to Student Teaching Request" form, provided by the Student Teaching office. These forms will be e-mailed to students during their fieldwork experience.
- c. Communication
 - i. E-mail: vevem@newpaltz.edu
 - ii. Student Teaching Office website: www.newpaltz.edu/studentteaching/

II. Fieldwork Status and Use of Information for Placements

III. Start a Folder (SCB 104)

- a. District Applications – Wappingers
- b. Transcript Release
- c. Cards – Student data cards
Fill out and submit to the Student Teaching Office

IV. Placement Changes

- a. STO/DO
- b. Launchpad
- c. Time Frame

*** Compelling Circumstances**

Once letters are sent to districts requesting placements, it is very difficult to make changes. It is even more difficult to change placements that have been confirmed. Therefore, unless there are compelling circumstances that require a change, requests for changes cannot be honored.

V. Student Teaching Application Information

- a. Resumes – to be completed by *all* candidates
 - i. Create a *draft* resume and meet with Martha Tait-Watkins (or another Career Resource Center counselor in HUM 105) by **March 5, 2010**.
 - ii. Submit *final* resume to eRecruiting by **March 26, 2010**.
- b. Adolescent English Candidates ONLY
 - i. Complete Student Teaching Application by **March 26, 2010**.
 1. www.newpaltz.edu
 2. Click on “my.newpaltz.edu” link
 3. Go to “Student Services”
 4. Click on “School of Education”
 5. Click on “Student Teaching Application”
 - ii. **NOTE:** Adolescent Ed. English Students must do both essays.
- c. Art Students – Studio Concentration List
 - i. Email to cunningd@newpaltz.edu by **March 26, 2010**.
- d. **NOTE:** All Applicants for Student Teaching must receive approval from their program advisors before they are able to begin student teaching. Therefore, you must check with your advisor to confirm that you will qualify for student teaching in the semester in which you anticipate student teaching.
- e. **IF YOU CHANGE THE SEMESTER IN WHICH YOU INITIALLY APPLY TO STUDENT TEACH YOU MUST RE-APPLY A YEAR BEFORE YOU EXPECT TO STUDENT TEACH.**
 - i. You will be required to:
 1. Update your student teaching application index card (the colored card).
 2. Re-submit your resume to E-Recruiting through Martha-Tait Watkins to reflect a new graduation date.
 3. Update your health clearance.
 4. Seek re-approval from your program advisor.

VI. NYC Student Teaching via SUTEC Placement (www.suny.edu/sutec)

- a. NYC Placement Applications (obtained at the above referenced site)
 - i. Submit directly to the New Paltz Student Teaching Office (SCB 104) by **May 30, 2010**.
- b. NYC Housing Applications (Parkchester).
 - i. Submitted directly by the student teaching candidate to SUTEC with a \$300 deposit (payable to SUNY Research Foundation). Housing is available on a first-come-first-served basis, depending on the postmarked date of the letter. The deposit is refundable if SUTEC cannot offer you housing in Parkchester. It is not refundable if you decline the housing offered to you and SUTEC is unable to find a replacement for you.
 - ii. Housing Notification-SUTEC will notify you if you have been accepted before the end of the semester prior to the one in which you are student teaching (i.e. you will be notified in December if you are student teaching in the spring).

- VII. Australia Student Teaching (www.usc.edu.au)** for fall graduates only
- a. Inform Student Teaching Office (vevem@newpaltz.edu)
 - b. Inform the International Studies Office, in writing, as soon as possible (Jean-Paul Sewavi at sewavij@newpaltz.edu)
 - c. Available for selected programs on a first-come-first-served basis and available only for fall graduates because student teaching in Australia is done June through September.
 - d. Apply via SUNY Cortland:
 - i. Student Teaching in Australia hyperlink:
<http://www2.cortland.edu/studyabroad/studyabroad/programs/university-of-the-sunshine-coast-student-teaching.dot>

VIII. Long Island

- a. Students applying for student teaching in Long Island (LI) are generally allowed to go as long as there is a supervisor available. Supervisors are generally available for Elementary Education students in all of Nassau county and points west of Smithtown in Suffolk county. Secondary Education students will need specific approval from their program advisor to be considered for placement in either county. Once a decision is made to student teach in LI, that decision cannot be reversed after **May 30, 2010**

IX. Utica

- a. Placement in Utica for student teaching is available for all programs with the approval of the program advisor. Placement in Utica is coordinated by a placement liaison who contacts students upon receiving students' resumes. Once a decision is made to student teach in Utica, that decision cannot be reversed after **May 30, 2010**.

X. Fingerprinting – Submission and Clearance

- a. Submission
 - i. Send a copy of the TEACH report (see contents of this packet for information about creating a TEACH account) stating that your fingerprints have been received by the DCJS and FBI to Diana Cunningham in the Student Teaching Office (cunningd@newpaltz.edu). This should be done by **May 2010** (the end of the **Spring 2010** semester).
- b. Clearance
 - i. Once your fingerprints have been received by the DCJS and the FBI, you may be required to provide districts with a release so that they may seek fingerprint clearance. A useful link to check is (<http://www.highered.nysed.gov/tcert/ospa/fpprocess.htm>).

- XI. REGISTRATION-** You will be cleared to self-register during pre-registration. However, you must clear any holds that are related to parking, library use, etc.

XII. Health Clearance

- a. The Health Center will notify you during **October 2010** or early **November 2010** concerning the health items you need to update with your doctor. They will send you a form for your doctor to fill out. You must return it to the Health Center to be health cleared and to assure registration for student teaching. **If you are not registered, you are not allowed to go to your student teaching placement.**
- b. **Your health clearance is to be completed by December 15, 2010.**

XIII. Student Teaching Orientation:

- a. **There is a required meeting in January 2011**, just before you begin your student teaching. Each program will notify you of the exact date, time and location of your student teaching orientation. Student teachers placed outside of the lower Mid-Hudson area are required to attend also. SUTEC/NYC placements must also attend the student teaching orientation organized by SUTEC (if it does not conflict with that planned by SUNY New Paltz).

XIV. Transportation:

You **must** have your own transportation in order to student teach and **be prepared to travel up to 45 miles each way**. If you do not have your own transportation, it is recommended you consider student teaching in NYC by applying to SUTEC.