

**SCHOOL OF EDUCATION AND ALLIED HUMAN SERVICES
HOFSTRA UNIVERSITY
HEMPSTEAD, NY 11549
OFFICE OF FIELD PLACEMENT
118 Hagedorn Hall
(516) 463-5746**

STUDENT TEACHING APPLICATION HANDBOOK

**Winter/Spring 2009 Student
Teaching**

- **ELIGIBILITY**
- **DEADLINES AND MEETINGS**
- **APPLICATION INSTRUCTIONS**
- **APPLICATION COMPONENTS**
- **POLICIES AND PRACTICES**
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GENERAL ELIGIBILITY REQUIREMENTS

1. ACCEPTANCE INTO THE SCHOOL OF EDUCATION AND ALLIED HUMAN SERVICES:

This applies to ALL prospective student teachers.

2. MATRICULATION OF GRADUATE STUDENTS:

A graduate student must be matriculated to be eligible for student teaching.

3. HEALTH RECORDS:

ALL student teachers must have up-to-date health records on file at the Hofstra University Health Office, **including current immunization records for measles, mumps and rubella, as well as a screening for tuberculosis.** This medical information must be on file by January 1st for spring semester student teaching and by August 1st for fall semester student teaching. **Proof of tuberculosis clearance must be submitted with the student teaching application.** This medical information must be on file by January 1st for spring semester student teaching and by August 1st for fall semester student teaching.

4. NEW YORK STATE CERTIFICATION EXAMINATIONS:

Hofstra's School of Education and Allied Human Services **recommends** that all candidates for student teaching take the **Liberal Arts and Science Test (LAST)** of the New York State Teacher Certification Examinations (NYSTCE) **PRIOR TO STUDENT TEACHING.**

It is **recommended** that the **Assessment of Teaching Skills-Written (ATS-W)** and the **Content Specialty Test (CST)** of the New York State Teacher Certification Examinations be taken **PRIOR TO COMPLETION** of student teaching. Along with the LAST, they will be required by New York State in order to obtain certification.

Examination Registration Bulletins are available in the Office OF Certification and Educational Support Services, 129 Hagedorn Hall.

5. STUDENT TEACHING PREREQUISITES:

Please refer to the Hofstra Bulletin for specific information on program requirements and prerequisites for Student Teaching.

Students will qualify for admission to Student Teaching when they have satisfied the completion of the prerequisite courses as listed in the Hofstra University Bulletin. As a prerequisite to student teaching, there is a minimum grade point average requirement of 2.75 for undergraduate students (2.5 for undergrads in Health Ed. or Physical Ed.) and 3.0 for graduate students, overall and in education courses (with no Ds or INC grades in education courses). In addition, some programs require a minimum G.P.A. in the certification area and/or in liberal arts. Please refer to the Hofstra University General Bulletin for your specific program requirements.

6. **WORKING TEACHERS:** If you are a graduate student, and the full time,” teacher of record” in your proposed certification area, you may be eligible to be supervised as a working teacher. Please request a *Supervised Working Teacher Application* in the Office of Field Placement, 118 Hagedorn Hall.

7. **FINGERPRINT CLEARANCE:** Effective July 1, 2001 Chapter 180 of the Laws of 2000 requires the Commissioner of Education and the New York State Department of Education to request a fingerprint supported criminal history background check for applicants for New York State teaching certifications. In addition, school districts, and other educational institutions throughout the New York metropolitan area require fingerprint clearance as a prerequisite to placement.

APPLICATION DEADLINES

- **Fall Student Teaching Applications are due March 1**
- **Spring Student Teaching Applications are due October 1**
- **Summer Student Teaching for Working Teachers Applications are due October 1**
- **Completed applications for student teaching must be returned to:**

**Office of Field Placement
118 Hagedorn Hall**

STUDENT TEACHING APPLICATION SEMINARS

Each semester the Office of Field Placement offers two application seminars on the process of applying for student teaching. **For Winter/Spring 2009 Student Teaching**, seminars will be offered on the following dates:

Saturday, September 6, 2008

10:00 a.m.-Noon

Rooms 005-006-007 Hagedorn Hall

Or

Wednesday, September 10, 2008

4:00-6:00 p.m.

Student Center

MULTIPURPOSE ROOM EAST 0101E

STUDENT TEACHING APPLICATION COMPONENTS

1. APPLICATION FORM:

To be completed and submitted to the Office of Field Placement by **October 1 for spring semester and summer semester student teaching and by March 1 for fall semester student teaching.**

2. CURRENT HOFSTRA TRANSCRIPT:

As a prerequisite to student teaching, there is a minimum grade point average requirement of 2.75 for undergraduate students (2.5 for undergrads in Health Ed. or Physical Ed.) and 3.0 for graduate students, overall and in education courses (with no Ds or INC grades in education courses). In addition, some programs require a minimum G.P.A. in the certification area and/or in liberal arts. Please refer to the Hofstra University General Bulletin for your specific program requirements.

3. PLAN OF STUDIES from your Student Advisement Record, signed by your adviser; one copy required. This is a list of all courses in your program, leading to your degree.

4. RESUME, using format provided. See sample included for your reference. Submit three typed copies. **ONE PAGE ONLY.** This will be mailed to school districts.

5. PLACEMENT FORM: Must be completed.

ADDITIONAL APPLICATION COMPONENTS

1. ELEMENTARY EDUCATION UNDERGRADUATE STUDENTS ONLY:

ELED undergrads must provide DARS and highlight G.P.A. in liberal arts (minimum 2.5).

2. FOREIGN LANGUAGE STUDENTS ONLY: Students in the foreign language program must pass the Language Proficiency Examination prior to student teaching. *Documentation of examination must be included in with the application.*

3. HEALTH AND PHYSICAL EDUCATION STUDENTS ONLY:

Health and Phys Ed students must provide their program of study (courses in student's program), available from department advisers. *This form must be mailed or hand delivered to the Office of Field Placement.* Undergraduates in Physical Education must submit a current DARS and have a

2.5 G.P.A. in all course work, including required professional education and physical education skill and professional core course work.

The Office of Field Placement will only process complete applications. The application may be hand delivered or mailed to: Office of Field Placement

118 Hagedorn Hall

119 Hofstra University

Hempstead, New York 11549-1190

STUDENT TEACHING POLICIES AND PRACTICES

Student teaching is a period of guided professional development, when you assume increasing responsibility for all of the activities involved in actual classroom teaching. It is an opportunity for you to integrate and apply, in a field-based setting, the knowledge, attitudes and skills acquired during the professional sequence.

As a student teacher you will be under the immediate supervision of skilled cooperating teachers and the general supervision of the school principal. The University supervisor links the student teacher, the school and the University. The University supervisor provides assistance to you and works closely with school personnel in planning and evaluating your field experience. The University supervisor also facilitates your analysis of your own teaching and, in consultation with other appropriate school personnel, helps you summarize your current competencies and clarify your goals for continued professional growth.

Student teachers are expected to behave in an ethical and professional manner according to the guidelines for student conduct and academic honesty at Hofstra University and to the professional standards identified in their respective programs in the School of Education and Allied Human Services. Satisfactory interpersonal behavior and professional performance in classes and meetings, student teaching, internships, and practica are expected. If a report is received concerning an ethics violation, or an incident of inappropriate behavior as defined by the Student Judicial Code, established University procedures will be followed to investigate the issue and determine the course of action.

It is our policy that if a student is dismissed from two schools before and/or during the student teaching semester, that student will be counseled out of the teacher education program and will not be recommended for certification by Hofstra University. It should also be noted that student teachers develop professional competence at different rates and, for some student teachers, it may be necessary to extend the duration of the field experience. Extensions will be determined by the Director of Field Services, in collaboration with the University Supervisor, the cooperating teacher, and the student teacher.

It should also be noted that student teachers develop professional competence at different rates and, for some student teachers, it may be necessary to extend the duration of the field experience. Extensions will be determined by the Assistant Dean for External Relations, in collaboration with the University Supervisor, the cooperating teacher, and the student teacher.

1. ASSIGNMENTS:

All assignments for student teaching are arranged by the Office of Field Placement. We make every effort to accommodate your needs; however, a student teacher will not be placed in a school district in which s/he lives or has attended. It is the policy of the School of Education and Allied Human Services to place students in a variety of districts, including a “high-needs” school, as defined and required by New York State.

Students are asked not to contact schools until notified to do so by the Office of Field Placement. Credit is given only for student teaching assigned by the University through the Office of Field Placement and supervised by University faculty.

Field Placement Policies

Policy on Non-Placement in Student’s Home School District

It is policy not to place student teachers or participant-observers in their home school districts. The reasons are manifold:

1. The Hofstra student is very familiar with the schools and community in the home district. Our program is intended to broaden their experiences and perspectives.
2. There are issues of confidentiality. The Hofstra student could have a neighbor’s child in class.
3. When there is a placement problem, and we have to move a student, the student is often reluctant to “make waves,” and wants to remain in an unacceptable setting. Such a request cannot be honored. This can result in discomfort and can leave bad feelings in the school.
4. It is difficult for the Hofstra student to make a transition from student to professional status, when viewed by the school faculty as a former student in the school.
5. Staff who may know the Hofstra student often have difficulty offering objective evaluations.
6. Teachers have expressed discomfort having residents in the faculty room, where they have informal conversations about students, parents, community.

POLICY ON REQUESTS FOR PLACEMENT OF STUDENT TEACHERS OR PARTICIPANT-OBSERVERS

When school districts make requests for particular student teachers, those requests will be honored under the following conditions:

1. The student has already completed fieldwork in a wide variety of settings, including a high needs school, as defined by New York State.

2. The request is not based on any personal relationships that the Hofstra student (or his/her family or friends) may have in the school district with central office personnel, school administrators, teachers, or parents. Such relationships can compromise objective evaluation of the Hofstra student's work, and create inequities among students in the program.
3. The request must be made in writing to the Senior Assistant Dean/Director of Field Services, on district or school letterhead, and submitted prior to completion of the placement process elsewhere. If another school district has already accepted the Hofstra student and is arranging his/her assignment, the original placement will be honored.

2. CALENDAR:

During student teaching, students are expected to be present in their field placements whenever school is in session in their assigned districts. Likewise, students are expected to attend classes at Hofstra whenever the University is in session. **STUDENT TEACHING MAY BE EXTENDED FOR STUDENTS WHO NEED ADDITIONAL TIME TO MEET THE STANDARDS OF THE PROGRAM.**

3. TRANSPORTATION:

Transportation to assigned schools and to scheduled student teaching seminars is the responsibility of the student teacher.

4. WORK:

It is recommended strongly that a student not engage in part-time employment, which might interfere with carrying out the full responsibilities of student teaching. Similarly, student teachers are advised to minimize course work concurrent with student teaching.

5. WITHDRAWALS:

Withdrawals from student teaching must be completed by the student teacher in accordance with University regulations, including notification of this change in status to the Office of Academic Records. Additionally, notification of withdrawal must be submitted in writing to the Office of Field Placement.

6. SEMINARS:

Students attend weekly seminars with their supervisors. These seminar meetings are sharing times on subjects such as pedagogy, classroom management and discipline, resumes, job interviews, certification requirements, etc.

7. SPECIAL NEW YORK STATE MANDATED SEMINARS:

Students in school-based programs are required to attend and complete all 5 of the following seminars:

- *Prevention of Alcohol, Tobacco and Drug Abuse*
- *Identification of Child Abuse and Maltreatment*
- *Fire/Arson Prevention*
- *Highway and School Safety and Prevention of Child Abduction*
- *School Violence Prevention and Intervention*

Proof of completing these seminars must be verified prior to the conferral of the degree.

Hofstra students must register for these seminars by going to:

<http://www.hofstra.edu/SeminarVisit> or by contacting the Office Certification and Educational Support Services

129 Hagedorn Hall

516.463.5747

8. REGISTRATION:

Students must observe all registration procedures designated by the University, Office of Financial and Academic Records.

9. STUDENT TEACHING GUIDE:

The Office of Field Placement will provide each student with the Guide for Student Teaching.

10. REQUESTS FOR CHANGE OF PLACEMENT OR CHANGE OF SUPERVISOR:

A request for a change of placement or change of supervisor may be initiated by the student teacher, the University supervisor, other University faculty members, or a cooperating teacher or administrator in the local school. The Assistant Dean for External Relations will review the request with all parties involved and facilitate changes when needed.

GUIDE TO STUDENT TEACHING COURSES

(This guide is provided for your reference in identifying the course number in your program. You must fill in the appropriate course number on your application form.)

UNDERGRADUATE STUDENT TEACHERS

Elementary Education, gr. 1-6	ELED 121A + co requisite course
Early Childhood, B - gr.2	ELED 137 + co requisite course
Dual Early Childhood & Elementary Education B – gr. 6	ELED 137 + co-requisite course + ELED 139 (Winter)
Secondary Education, gr. 7-12	SED 179 + co-requisite course
Art or Music Education, gr. PreK-12	CT 179 + co-requisite course
Health Education, gr. PreK-12	HPFS 130 A/B
Physical Education, gr. PreK-12	PESP 130 A/B

GRADUATE STUDENT TEACHERS

Elementary Education, gr. 1-6	ELED 221 + co-requisite course
Early Childhood, B – gr. 2	ELED 261 + co-requisite course
Dual Early Childhood & Elementary Education B – gr. 2	ELED 261 + co-requisite course + ELED 264 + co-requisite (Winter)
Working Teachers in Childhood or Early Childhood	ELED 222 A + ELED 222 B - summer) + co-requisite course
Secondary Education, gr. 7-12	SED 217 + co-requisite course
Working Teachers in Secondary Education (must have classes in gr. 7-9 AND 10-12)	SED 218 + co-requisite course
Art or Music Education, gr. PreK-12	CT 227 + co-requisite course

Working Teachers in Art or Music (must have classes in gr. PreK-6 AND 7-12)	CT 228 + co-requisite course
Teachers of Non-English Speaking Students (TESL), PreK-12 (uncertified student teachers)	CT 269
Teachers of Non-English Speaking Students (TESL), PreK-12 (practicum for certified teachers)	CT 268
Health Education, PreK-12 (no prior teaching certification)	MHAE 230 A/B
Health Education, PreK-12 (pursuing 2nd certification)	MHAE 230 C (+ MHAE 263 C may also be required- See Advisor.)
Physical Education, PreK-12	MSPE 272 A/B
Working Teachers in Physical Education (uncertified)	MSPE 273
Working Teachers in Physical Education (pursuing 2nd certification)	MSPE 274
Teachers of Students with Speech- Language Disabilities	See Department Advisor
<u>GRADUATE STUDENT TEACHERS IN SPECIAL EDUCATION PROGRAMS</u>	
Inclusive Early Childhood Special Ed, Inclusive Elementary Special Ed,	SPED 219 G/S
Working Teachers in Inclusive Early Childhood or Elementary Special Education	SPED 219 C (Can replace SPED 219 G or SPED 219 S, with department approval)
Inclusive Secondary Special Ed	SPED 223 G/S
Working Teachers in Inclusive	SPED 223 C

Secondary Special Education

(Can replace SPED 223 G or SPED 219 S,
with department approval)

**Special Education, with specialization
in Early Childhood, Childhood, or
Secondary Ed**

SPED 237

**Working, certified teachers pursuing,
certification in Special Education**

SPED 237 A (**summer**)

Provide a letter from your principal,
detailing your teaching assignments during the
academic year. Submit that to the
Special Education Program Director,
with your written request to student teach in the
summer.

Hofstra University
School of Education and Allied Human Services
Office of Field Placement – 118 Hagedorn Hall
Hempstead, New York 11549
(516) 463-5746

APPLICATION FOR STUDENT TEACHING

(ALL information must be completed in order to process your application.)

Semester You Plan to Student Teach _____

1. Hofstra ID) _____

2. Name _____

Last

First

M.I.

3. Mailing _____

Address

No. and Street

City

State

Zip Code

E-Email Address _____

Home Telephone # _____

Cell Telephone# _____

4. Certification Area _____

5. Other Certifications Held: _____

6. Student teaching course # in which you will be enrolled: _____

(Refer to the “GUIDE TO STUDENT TEACHING COURSES” in the Student Teaching Application.)

7. Overall cumulative grade point average: _____

8. Grade point average in education courses: _____

Grade point average in all liberal arts courses:

(without Education courses - UNDERGRADS ONLY): _____

Grade point average in certification area (without Education courses):

SED STUDENTS ONLY: _____

9. Courses(s) in which you are CURRENTLY enrolled:

10. Courses(s) in which you will be enrolled in January or summer:

11. Courses(s) in which you will be enrolled, during your student teaching semester:

Semester/Year _____

**Hofstra University
School of Education and Allied Human Services
Student Teaching Placement Card**

Name: _____

700# _____

Home
Address _____

_____	No./Street	City	State
Zip			

Phone # (home) _____

Phone # (cell) _____

E-Mail Address _____

Certification Area _____

Home School
District _____

Please indicate all districts in which you have previously observed:

Student teaching course you will be enrolled
in: _____

(Refer to the *GUIDELINES FOR STUDENT TEACHING COURSE ENROLLMENT*
information page in the Student Teaching Application)

Placement is requested in the vicinity of:

_____ My home

_____ Hofstra

_____ Other: _____

Special needs or requests (e.g. transportation):

FORMAT FOR YOUR RESUME

YOUR FULL NAME

E-mail Address (professional language)
(Area Code) Telephone Number - note home or cell phone

Campus or Local Address:

Permanent Address:

EDUCATION:

List all colleges attended, city, state
Grade point average

Dates (from present
to earliest attended)

RELATED EXPERIENCE:

Volunteer and paid positions that involve work with
children or adolescents. You can include your
participant-observation in schools.

Dates (from present
to earliest)

OTHER EXPERIENCE:

Volunteer or paid positions unrelated to work with
children or adolescents.

Dates (from present
to earliest)

ACTIVITIES:

Clubs
Extra curricular activities

Dates (from present
to earliest)

SKILLS:

Computer skills
Special talents and hobbies

(Limit to one page.)

SAMPLE RESUME

SUSAN B. ANTHONY
sba@pride.hofstra.edu

Campus Address:

123 Netherlands
Hempstead, NY 11549
11111

Permanent Address:

(516) 932-0000

22 Main St.
Greenwich, CT

EDUCATION:

Hofstra University, Hempstead, NY
Bachelor of Arts, Elementary Education & Psychology anticipated 5/07
GPA: 3.5

Nassau Community College, Garden City, NY
Associate of Arts, Psychology 5/03
GPA: 3.8

RELATED EXPERIENCE:

Private Tutor, various students - *Second - Fourth Grades* Summer 2004 – present

- Tutor students in English and mathematics and help with organizational skills

Band Facilitator 2002 – present
Youth Leader 1999 – present
ABC Church, Hempstead, NY

Participant Observer Fall 2005
Searingtown Elementary School, Herricks, NY
Grade 3

- Utilized KWL chart to teach interdisciplinary lesson on snails, which encouraged research and observation
- Facilitated cooperative learning activity as part of comprehensive unit on division
- Worked with guided reading groups

Participant Observer Fall 2004-Spring 2005
Kindergarten - Seaford Manor School, Seaford, NY
Sixth Grade - Mandalay Elementary School, Wantagh, NY

Water Safety Instructor & Lifeguard Summers 2000-2005
Town of Hempstead, WaterBabies, Marriott Hotel, Long Island, NY

- Instruct youth and adults on basic and advanced swimming skills
- Oversee pools and ensure patron safety

OTHER EXPERIENCE:

Waitress 2003-present
Butera's Restaurant, Massapequa, NY

- Provide excellent customer service
- Substitute for Assistant Manager when needed

ACTIVITIES:

- Delta Phi Epsilon National Sorority: Vice-President (Fall 2004)
- Hofstra Interfaith Center
- American Association for the Child's Right to Play - Member

SKILLS:

- Microsoft Word, Excel and PowerPoint, Kidspiration, Adobe Photoshop, Internet
- Digital Photography
- CPR for the Professional Rescuer, First Aid Basics, AED Essentials, and Water Safety Instruction

STUDENT TEACHING CHECKLIST

1. **Attended an Application Seminar** _____
2. **Met with my Advisor or Program Director** _____
3. **Obtained Fingerprint clearance** _____
4. **Obtained proof of Tuberculosis screening** _____
5. **Health requirements up to date and submitted to the Health Office** _____
6. **All components of Student Teaching Application completed and returned to the Office of Field Placement by required deadline** _____
7. **Made arrangement to complete the five required New York State Education Law Seminars** _____
8. **Registered for the appropriate Student Teaching course (and co-requisite course if required)** _____
9. **LAST, CST, ATS-W taken and passed** _____
10. **Other program specific requirements satisfied** _____
11. **All INCompletes resolved** _____