



The City College
of New York

**Student Information Session:
Student Teaching for Fall 2019**

Childhood Education Majors

CONGRATULATIONS!

What is student teaching?

- Culminating clinical experience - public school classroom.
- Work with cooperating teacher, college supervisor, and the seminar leader.
- Scope of student teaching experiences – **know your students**

Teaching:	individuals, small groups, whole class
Exploring:	curriculum, school, community resources
Understanding:	learning styles, differentiation, classroom routines

Student Teaching Structure

- Minimum of 15 weeks, 300 hours (arrive before Cooperating Teacher, leave after the Cooperating Teacher)
- Four formal observations by an assigned college supervisor, including pre- and post observation meetings. The supervisor will observe lessons in: social studies, science, math, and literacy.
- Same placement for the entire semester
- Placement in grades 1 – 6
- Observe different grade levels

Your student teaching schedule

- Student teaching takes place **five days a week**.
- Keep your schedule open from 8 am - 3 pm,
need to work around other people's schedules
(e.g., cooperating teacher, college supervisor, planned school events,
collecting data for the edTPA)
- Student teach the full semester **(9/3/19 – 12/20/19)**

Your semester's schedule

- Become an effective teacher:
 - become familiar with the classroom culture
 - study the curriculum and design informed lessons
 - develop deep understandings of your students and community
 - help maintain student records
- Continue to take and pass remaining state certification tests
 - collect data to complete [edTPA](#) tasks
- Attend weekly student teaching seminar
- Attend Friday's professional development sessions (different from seminar)
Some sessions are required by the NYSED for certification:
 - Child Abuse Identification
 - Violence Prevention
 - Dignity for All Students Act (DASA)

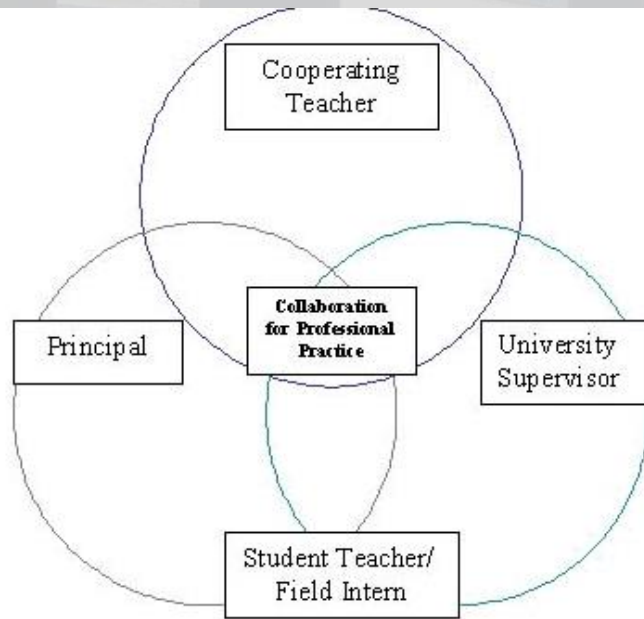
Professional Expectations

As a student teacher, be the professional.

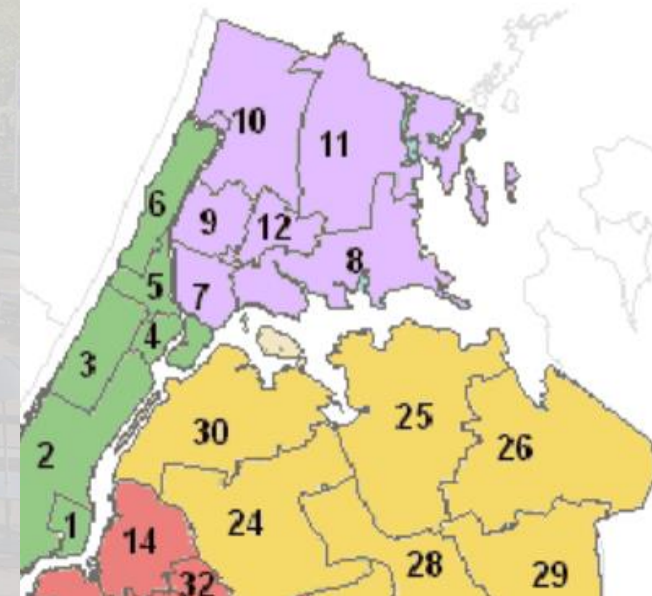
- Appropriate dress and good grooming
- Maintain a positive disposition, take this experience seriously
- Maintain professional conduct and attitude at all times: with children, families, colleagues, and administration
- Become familiar with school rules and be alert to standards set by the cooperating teacher
- Speak and write in ways that are appropriate to this professional community
- Be strategic about who can access your personal website, facebook, blogs, ...
- Maintain an active Taskstream account
- Regularly check your Citymail account
- Be punctual and have excellent attendance

Student Teaching Placements

- Complex process - involving schools, principals, cooperating teachers, supervisor schedules.
- Most placements - Bronx and Manhattan (also Brooklyn, Queens)



Map of School Districts



Placements: Variety of schools

- Size
- Socioeconomics of the families
- Progressive or traditional teaching philosophies
- Technology and resources
- School culture (e.g., attending: staff meetings, field trips, conferences)
- School policy (e.g., access to student files, IEPs)

Therefore, be prepared to adapt to these different situations.

Applying to student teach

- Pass all required courses (Core, Education, co-major/concentration)
- Maintain grade point average (GPA)
- Resolve incompletes
- **Passing score on one** of the following tests
 - Deadline to submit a passing EAS or CST – M/S score to the OCP is **May 1, 2019**.
Last day to take a test in time for this deadline is: **April 1, 2019**.
(NO EXCEPTIONS)
- Documentation of 100 hours of fieldwork prior to student teaching
- Submit Intent to Student Teach form by **April 12, 2019**.

Your file will be reviewed by School of Education faculty and you will be informed of their decision in **late May - June**. Budget constraints may be a factor in this process.

All candidates must meet academic and professional standards.

Intent to Student Teach

- Fill out **both sides** of form (near a particular subway line).
- Explain any special circumstances you might have or you anticipate on having. These will be taken under consideration (for example - near a particular subway line).
- Indicate your progress on certification tests (e.g., date you passed test, projected date of taking remaining tests)
- Hand in other documents to (certification exam results, signed form noting completion of co-major)
- **If you have not seen an advisor to discuss student teaching you should do so as soon as possible!**

Process

1. **ADVISEMENT** →
2. **ATTEND ORIENTATION** →
(March 15, 2019)
 - Submit Intent to Student Teach (OCP)
 - P.E.T.S. (OCP)
 - Resolve incompletes/co-major sign off
3. **Grad Check** →
(Mid April)
(Childhood Ed Faculty)
4. **PASSING CERT SCORE** →
(May 1, 2019)
 - Inform OCP
 - Begin study for 2nd Cert exam
5. **Final Review** →
(SOE Faculty Committee)
6. **YOU ARE NOTIFIED** →
(by OCP: late May - June)
 - Register for 415, 418, 419 ...
 - Take + Pass 2nd Cert Exam
7. **MANDATORY ORIENTATION** →
(August 27, 2019)
 - meet seminar leader
 - meet college supervisor
8. **RESEARCH SCHOOL + COMMUNITY** →
 - explore school's neighborhood
 - conduct web research
 - begin work on edTPA
9. **STUDENT TEACH** →
 - (9/3/19 – 12/20/19)
10. **GRADUATION** →
 - submit edTPA
11. **INITIAL CERTIFICATION**

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CERTIFICATION EXPENSES

• Teacher Certification Tests		
– EAS	\$ 92	
– CST – M/S	179	(complete all 3 sections in one day)
– edTPA	300	
• Finger printing	135	
• Task Stream Account	<u>57</u>	
TOTAL	\$763	

Highlights for students receiving financial aid especially a TAP award in the final term!

Note: applies only to undergraduate students who use federal financial aid to cover tuition

A student may find that s/he is approaching the student teaching semester with less than 12cr. needed to complete the requirements of the BSEd degree. This highlight is especially important for the student who expects to use a TAP award to cover the final semester.

Your Steps

- Register for 12cr. - at least **3** of those credits must be required for the major; other courses may include electives from your CLAS major/SOE Interdisciplinary Concentration
- Notify Assistant Dean Pusey (spusey@ccny.cuny.edu) from your Citymail account, of the need to receive TAP by sending a screenshot of the graduation confirmation screen (see sample below)
- Apply for graduation through the CUNYfirst system as soon as you receive the invitation from the Office of the Registrar (**window opens in September for January graduation**).

Completed through CUNYfirst

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The screenshot shows a web browser window with two tabs: "Student Center" and "Teach For America". The address bar displays the URL: https://home.cunyfirst.cuny.edu/psp/cnyepprd/EMPLOYEE/HRMS/c/SA_LEARNER_S. The page header features the "CUNYfirst" logo and a banner for "The City College of New York" with an image of a building. A left-hand navigation menu includes links for "HR / Campus Solutions", "Student Center", "CUNY Alert Subscription", "My Personalizations", and "firstSolutions Knowledge Base". A top navigation bar contains buttons for "Search", "Plan", "Enroll", and "My Academics", along with a "go to ..." dropdown menu. The main content area displays the text "Apply for Graduation" and "Submit Confirmation". At the bottom, a blue checkmark icon is followed by the message: "You have successfully applied for graduation."

SOE Steps and Financial Aid Steps on your behalf

- **Once the Assistant Dean receives your screenshot, her office will perform a formal graduation check and will submit that document along with an attestation to Financial Aid.**
- **On receipt of the supporting documentation (1) screenshot (2) graduation check and attestation that office will review the student's eligibility for TAP and if TAP is not exhausted and everything is in place, that office will reinstate the TAP award.**

If you do not graduate, you are liable for the amount of TAP awarded and must repay the amount owed.

- **The PELL Grant requirements are different than those for TAP.**
- **If you have questions about receiving financial aid in the final term, please contact the CCNY Office of Financial Aid in A10 or call (212) 650- 6656.**

Contact Dean Pusey

With questions/concerns about the process

spusey@ccny.cuny.edu

ASAP

LAST SEMESTER

REMEMBER:

To graduate you **must complete a minimum of 120 credits**

P. E. T. S. (Fingerprints)

Personnel Eligibility Tracking System

➤ **Noris Rodriguez will register you in the P.E.T.S system.**

Noris must see your SSN card and any other type of ID for address verification

➤ **Once in system, you will receive email from P.E.T.S**

➤ **Must follow instructions in the email**

- Complete forms in Applicant Gateway
- Have 10 days to go to:
65 Court St., Brooklyn
(HR Connect Walk-in Center)

➤ **Bring \$135, school ID, government issued ID
check, money order, credit/debit card accepted**

Changes in your information?

- Any questions or changes to your information after today must be made in writing to the Office of Clinical Practices to Noris:

nrodriguez1@ccny.cuny.edu

- Noris needs to verify your social security number for PETS.

Mandatory student teaching orientation

- Mark calendar: **Tuesday, August 27, 2019**
- At this time you will find out: your college supervisor, your school placement, and your seminar leader.
- The Office of Clinical Practice will give you permission to register for Student Teaching, the Seminar, and the Friday Professional Development Workshops (i.e. Undergrads EDCE 41900; Grad EDCE 1900 G) in CUNYfirst.
- If you are an undergraduate student, Noris will also assign permission for any 400- level methods courses.
- Renew/sign up for a Task Stream account.

Deadlines

The deadline for submitting the **Intent to Student Teach** form to the Office of Clinical Practice (6/207A) is **Friday, April 12, 2019**. If you have not yet done so, we urge you to submit the form today.

By the time of the mandatory meeting in August - all student teaching placements will be finalized. Please resolve any incompletes or other academic issues prior to the last day of the **Spring 2019 term (May 22, 2019)**. If issues are not resolved at this time, student teaching may need to be postponed to **Spring 2020**.

You must submit **passing certification score** by **May 1, 2019**.

Applying to Graduate

Undergraduates must have 120 credits, or more, to be awarded the baccalaureate degree!

Example: If you received waivers for MATH and/or for language other than English, you must check your degree credit total!

Questions

- Q & A
- Information or concerns regarding your school placements should be explained on your Intent to Student Teach form.
- After today, questions or information must be in writing to the Office of Clinical Practices at: nrodriguez1@ccny.cuny.edu
- If you would like to schedule a brief meeting with the Director of the Office of Clinical Practice (Dr. Bruce Billig), do so by **May 17, 2019**.

Plan of Action

- **Intent to Student Teach Form**
 - Indicate passing scores on CST or EAS (or enter date when you plan to take these tests)
- **Follow email on P.E.T.S. instructions for fingerprinting (10 days)**
Inform Noris

Thank you!

Next meeting:

Orientation for Childhood Ed. Student Teachers

Tuesday, August 27, 2019