

Nazareth College

STUDENT TEACHING/PRACTICUM

Information Packet

The following packet contains information for all students who plan to student teach or participate in a graduate practicum. This packet does not contain the Student Teaching/Practicum Application Form which are separate documents. By completing the Student Teaching/Practicum Application Form, you agree that you have read and understand the information as outlined in this document, the Student Teaching/Practicum Information Packet.

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APPLICATION PROCESS

1. Obtain both documents, the Student Teaching/Practicum Application Form and the Student Teaching/Practicum Information Packet from the Office of Field Placement Services, the Office of Graduate Student Services or on-line at: <http://www.naz.edu/dept/education/fieldwork/index.html>
2. **Read everything in this document, the Student Teaching/Practicum Information Packet.**
3. Return the Student Teaching/Practicum Application Form and **eight copies** of your resume, in the preferred Nazareth College student teaching format, to your Program Director/Supervisor by the written deadline on the application.
4. You will be notified in writing by the Office of Field Placement Services of your placements and will be updated as placement status changes. Notification usually occurs between December 1 – 15 for spring semester placements, May 1 – 15 for fall placements, May 1 for Summer Session I placements and by June 1 for Summer Session II placements.
5. Notify the Office of Field Placement Services in writing of any personal changes (**change of address, desire to postpone student teaching, etc.**)

RESUME INFORMATION

Your resume is your “calling card” to prospective cooperating teachers and future employers! It needs to be current, professional and presented in a format matching today’s standards.

We mail your resume to several school districts in request of student teaching/practicum placements. Sometimes we lose placement opportunities because of spelling errors and inappropriate grammar on resumes. Prepare your resume as if you were preparing it for a job application. It should look professional and contain information pertinent to you as an educator.

Our Career Services Office is available to assist with your resume. They offer:

- Resume writing seminars
- In class presentations
- Resume samples
- Individual critiques by appointment

If your resume is not acceptable to your Program Director/Coordinator, it will be returned to you and your student teaching/practicum application will be considered incomplete until your resume follows the preferred format.

Be sure to follow the basic guidelines below:

- Keep it to one page if at all possible
- If you must use two pages, only print on one side of the paper (not front and back)
- Materials are often faxed so it is best to use plain copy paper instead of dark blue, gray or other colors.
- Follow the professional format offered by the Career Services Office for student teachers/practicum students. Please refer to the Career Services website: www.naz.edu/career-services/ for direction

PROFESSIONAL SEMESTER POLICIES

The following are policies that pertain to all students who participate in the Professional Semester. Please read them carefully. Your signature on the Student Teaching/Practicum Application Form confirms that you understand this document and the following policies. If you have specific professional concerns, other than those addressed below, please contact your Program Director/Coordinator.

1. The Student Teaching/Practicum application process includes the formal approval of the appropriate Program Directors/Program Advisors/Department Chairpersons/Academic Advisors.
2. If you have a documented disability, and have signed a confidential release of information form, or other identifiable need, please contact the Academic Counselor for Students with Disabilities. Please be sure to discuss your situation in confidence with your School of Education Program Director/Coordinator when you meet with him/her.
3. Students who have a unique need should notify their School of Education Program Director/Coordinator. (For example, Nazareth College NCAA Division III athletic team participants should notify Program Director and attach the game schedule to their student teaching application.)
4. Unless required by your major program, student teachers should not take additional coursework other than the Health Education Workshop during the Professional Semester. Students must submit a letter of petition to the Program Director for approval of any credit bearing course, or non-credit course to be taken during the Professional Semester.
5. Student Teaching/Practicum arrangements are coordinated through the Nazareth College Office of Field Placement Services in conjunction with your School of Education Program Director/Coordinator. The process of making placements follows a procedure through the appropriate channels that the schools districts, private schools and agencies have established with the College. Students should **not make placement arrangements** on their own. If you have a teacher who has expressed an interest in working with you, please attach this information to your Student Teaching/Practicum Application.
6. The purpose of Student Teaching/Practicum placements is to provide an educational opportunity in which teacher candidates are able to develop their teaching expertise. In order to minimize any potential conflicts of interest, teacher candidates will not be placed in schools in which family members are employed or attend, with their former K-12 teachers, or with persons with whom they have a personal relationship.
7. Placements are **not made based on the student's personal needs**. The Professional Semester is a professional experience for which students need to make arrangements to participate in fully. The student, not the College, is responsible for rearranging schedules, making arrangements for room and board, and for obtaining transportation. This is a professional experience, like a job, for which the student needs to take personal responsibility.

8. Transportation to and from the assigned school is the **student's responsibility** and placements are not made based on location and personal transportation needs. **Be prepared to travel up to an hour for your placement.**
9. For certification programs where Student Teachers have two distinct placements during the course of the Professional Semester, one of the placements must be in a public school system. If a student teacher has a preference for a placement in a private school, the student should put his/her request in writing and submit to the Office of Field Placement Services.
10. Under no circumstances is a Student Teacher able to register for the professional semester or practicum course(s) with the intention of meeting the field placement obligations while during the same hours servicing as a paid employee of the same school/agency. A Student Teacher will not be allowed to function in the roles of student and paid employee at the same time within the same setting. This policy is strictly adhered to in order to avoid a serious conflict of interest.
11. As for all candidates for Teacher Certification, continuation in the program depends upon successful and timely completion of all courses, paperwork, and satisfactory performance (academic, interpersonal, professional) and the positive recommendation of the education advisors for the student teaching placement.
12. It is the student's responsibility to read and understand information regarding the New York State Teacher Certification Examinations.
13. **Social Media:** It has become common to use social media for a number of communication and relationship reasons. As you apply for Student Teaching/Practicum, it is wise to look at your on-line profile and determine if it is professional in nature, or if it contains information that should not be accessed by students, faculty and administrators in the schools. Take a critical look at the content and be sure to advise those accessing your on-line profile that you are student teaching or completing a practicum. It may make sense to discontinue using your personal site for professional reasons, or changing the content/privacy settings significantly. As we continue to use technology in our daily lives, boundaries between personal and professional space come into question. Look at this critically and make good decisions for your professional well being.

PROFESSIONAL EXPECTATIONS

Students are placed in schools as invited guests of the school and district or agency. As a guest, you are requested to function within the guidelines of each district. Each school district/agency maintains individual regulations, procedures, instructional practices, professional philosophies, and personal and professional expectations with regard to teachers and students.

Please be aware that acceptance of your student teaching/Practicum assignment indicates an understanding:

- **of the guest/host relationship;**
- **that students are expected to abide by the regulations, procedures, philosophies and expectations of the district/agency; and**
- **that students are expected to abide by Nazareth College's professional expectations.**

Some important points to remember are:

1. **Nazareth College follows specific processes for obtaining student teaching or practicum placements as determined in conjunction with school districts. Students should not investigate the option of making placements on their own. Do not, on your own, visit with teachers or principals attempting to cultivate a placement for yourself. Doing so could jeopardize your placements.**
2. Contact your Cooperating Teacher approximately 2-3 weeks prior to each placement unless otherwise indicated by your School of Education Program Director/Supervisor. The Office of Field Placement Services sends a letter to Cooperating Teachers confirming placements and indicated that you will contact them by phone to introduce yourself.
3. Notify the Program Director/Coordinator, Director of Field Placement Services and the Registrar's Office in writing of any change in your application such as phone number, address, etc.
4. Notify the Registrars Office, Graduate Office, Program Director/Coordinator and Director of Field Placement Services in writing if you intend to postpone or cancel student teaching.
5. During the course of the Professional Semester, you are required to do all that is necessary to fulfill professional responsibilities as a student teacher/practicum student. Therefore, it is strongly recommended that outside work commitments be severely limited, if not discontinued.

NEW YORK STATE TEACHER CERTIFICATION EXAMINATIONS
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A satisfactory level of performance must be achieved on the following exams in order to be eligible for initial teacher certification in New York State. Please refer to the test booklets available in Golisano Academic Center (GAC 203) or speak with your Program Director/Supervisor.

Please note: The National Teachers Exam may be required in other states for certification. If you intend to leave New York State and apply for certification in another state, you may choose to take the sections of the NTE which that particular state requires. **Certification information for other States is available on Career Services Web Site www.naz.edu/dept/careers.**

WEBSITES RELATED TO TEACHER CERTIFICATION

www.naz.edu/dept/education/cert/index.html

www.highered.nysed.gov/tcert