

Nazareth University
GRADUATE STUDENT TEACHING Information Packet

The following packet contains information for all graduate students who plan to student teach. In addition to reviewing this document, you are responsible for completing the *Graduate Student Teaching Application* and providing a resume. By completing the *Graduate Student Teaching Application Form*, you agree that you have read and understand the information as outlined in this document.

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APPLICATION PROCESS

1. **Read everything in this document.**
2. Obtain the *Graduate Student Teaching Application Form* from the [Office of Clinical Experiences and Partnerships website](#).
3. Return the ***Graduate Student Teaching Application Form*** and a copy of ***your resume, in the preferred Nazareth University School of Education format***, to the Office of Clinical Experiences and Partnerships via email at fieldexp@naz.edu by the following dates:
 - ❖ November 1st if you are planning to student teach in the Fall semester.
 - ❖ April 1st if you are planning to student teach in the Spring semester.
4. You will be notified via email by the Office of Clinical Experiences and Partnerships of your placements and will be updated as placement status changes. Notification usually occurs by:
 - ❖ By the second week of August for Fall placements.
 - ❖ By the third week in December for Spring placements.
5. Notify the Office of Clinical Experiences and Partnerships in writing via email of any personal changes that may impact the placement process (change of address, desire to postpone student teaching, etc.).

RESUME INFORMATION

Your resume is your “calling card” to prospective school-based teacher educators and future employers!

We send your resume to several school districts in request of student teaching. You want your resume to be current, professional and presented in a format matching today’s standards. Your resume is your first impression in a school district! Prepare your resume as if you were preparing it for a job application. You never know if you will be applying to one of the districts that the Office of Clinical Experiences and Partnership sends your resume too!

1. Your resume should include the following things:
 - ❖ Name
 - ❖ Contact Information
 - ❖ Certification(s) (*note if they are anticipated*)
 - ❖ Education (*note your current degrees and pending degrees*)
 - ❖ Field Experience
 - ❖ Additional Categories
2. Follow the preferred School of Education resume format when creating your resume. You can the [Office of Clinical Experiences and Partnerships website](#) for more information:
3. The Office of Clinical Experiences and Partnerships website provides the following things:
 - ❖ Templates to build your resume
 - ❖ *The Preferred School Of Education Format Requirements* document
 - ❖ *How Teachers Should Write Up Experiences for Resumes* document
 - ❖ *An Action Verb List To Help Tell Your Story*
 - ❖ *Sample Resume Description* document
4. For a more personalized experience, make an appointment with the School of Education Career Coach by visiting the [Center for Life’s Work](#). The School of Education Career coach can provide:
 - a. Brainstorming content for your resume.
 - b. Review your resume for content and grammatical errors.
 - c. Career preparation (including interview preparation, support with cover letter, etc.)
5. If your resume does not follow the preferred format or is not approved by the Office of Clinical Experiences and Partnerships (e.g., it contains grammar or spelling errors), it will be returned to you and your student teaching application will be considered incomplete until your resume is revised and re-submitted.

STUDENT TEACHING PROFESSIONAL SEMESTER POLICIES

The following are policies that pertain to all teacher candidates who participate in the professional semester. Please read them carefully. If you have specific professional concerns, other than those addressed below, please contact your Program Director.

1. Student teaching placements are determined by state certification requirements and may require a variety of developmental levels, student populations, and educational settings.
2. Student teaching arrangements are coordinated through the Nazareth University Office of Clinical Experiences and Partnerships in conjunction with your School of Education Program Director.
 - ❖ The process of making placements follows a procedure through the appropriate channels that the schools districts, private schools and agencies have established with the university.
 - ❖ Teacher candidates **are not permitted to make placement arrangements** on their own.
3. The purpose of student teaching placements is to provide an educational opportunity in which teacher candidates are able to develop and/or expand their teaching expertise. To minimize any potential conflicts of interest, it is ***strongly*** recommended that teacher candidates are ***NOT*** placed:
 - ❖ in schools in which family members are employed or attend,
 - ❖ in schools where are employed or attended,
 - ❖ with their former K-12 teachers,
 - ❖ and/or with persons with whom they have a personal relationship.
4. Teacher candidates are responsible for completing the following tasks:
 - ❖ Obtaining transportation to and from my assigned schools.
 - ❖ Placements are made within a one-hour radius of Nazareth University.
 - ❖ Teacher candidates may be required to travel **up to an hour** from the address provided during the application process.
 - ❖ Notifying the Office of Clinical Experience and Partnership if their address changes between the time my application is submitted and the time placements are made.
 - ❖ Rearranging their schedule to ensure availability for all components of the student teaching experience.
 - ❖ It is ***strongly*** recommended that outside work commitments be severely limited, if not discontinued.
 - ❖ Making arrangements for room and board (as applicable).

5. 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 on their Student Teaching Application.

6. As for all candidates for teacher certification, continuation in the program depends upon:
 - ❖ successful and timely completion of all courses and paperwork,
 - ❖ satisfactory performance (academic, interpersonal, professional),
 - ❖ an overall GPA of 3.0 or higher,
 - ❖ a positive recommendation of the education advisors and Program Director,
 - ❖ no more than two “C” grades (C or C+).
 - ❖ *If the teacher candidate has received a third “C” grade (C or C+) and therefore must retake a course because of this the course must be retaken prior to beginning a student teaching placement.*

7. Teacher candidates must have the following completed **before** they can begin their student teaching placement:
 - ❖ EDU 583 Health Education/Child Abuse & Violence Prevention
 - ❖ EDU 593 Dignity for All Students Act (DASA) Workshop
 - ❖ Bloodborne Pathogen Training Self-Enrollable Moodle Course
 - ❖ Bloodborne Pathogen Training is valid for one year.
 - ❖ The training expiration date must be after the final day of your placement.
(This date is exactly one year from the training completion date.)
 - ❖ If the Blood Borne Pathogen Training will be out-of-date by the final day of the placement, the teacher candidate **must** complete the Blood Borne Pathogen Training Self-Enrollable Moodle Course again **prior to beginning the placement.**
 - ❖ New York State Fingerprinting (<http://www.nysed.gov/educator-integrity/fingerprinting>)

8. It is the teacher candidate’s responsibility to read and understand information regarding
 - ❖ The [New York State Teacher Certification Examinations](#)
 - ❖ The [Nazareth University Guide to Student Teaching](#)

9. Teacher candidates who have a documented disability, accessibility, or medical concern that may require reasonable accommodations, that you have/will acquire through the Office of Student Accessibilities Services (SAS) should notify the Office of Clinical Experiences and Partnerships.
- ❖ Once notified, the Director of Clinical Experiences and Partnerships will meet with each teacher candidate to determine the next steps.
 - ❖ The Director of the Office of Clinical Experiences and Partnerships and Student Accessibilities Services Office will determine if there is a reasonable accommodation(s) to assist in the completion of the professional semester.
 - ❖ Please note: Teacher candidates are required to perform the Essential Functions for a Professional Educator.
 - There can be no exemption for performing tasks necessary and required during the professional semester.
 - Please see the [Essential Functions for a Professional Educator](#).

10. **Internship Certificates**: The Internship certificate enables teacher candidates who are enrolled in an NYS registered graduate teacher education program leading to teacher certification to work as a certified teacher in a New York State public school in the area of the certificate being sought during their student teaching, aka “internship”, experience.

- ❖ An internship certificate cannot be issued any other semester than the student teaching semester.
- ❖ Candidates may only receive an internship certificate in the area of their employment.
- ❖ The area of employment must meet the requirements of their program including grade level range, content area, etc.
- ❖ Candidates must meet all Nazareth eligibility criteria to be considered for an internship certificate.
- ❖ Approval for an internship certificate is at the discretion of the teacher candidate’s School of Education Program Director, in coordination with the Director of Clinical Experiences and Partnership, and the Certification Officer.
- ❖ Candidates must be supervised by program faculty and appropriately certified school personnel in the area of the certificate sought, according to the New York State regulations and program requirements.
- ❖ The Internship certificate is valid for up to two years and cannot be renewed (extended).
- ❖ When a teacher candidate successfully completes their educator preparation program, the internship certificate ***immediately*** expires and is no longer valid.
- ❖ If a teacher candidate who holds the Internship certificate leaves the educator preparation program before graduating the internship certificate will ***immediately*** expire.

For more information or to apply for an internship certificate please visit the [Internship Certificate Webpage](#) on the Teacher Certification Website.

11. **Student Teaching Waiver for Initial Certification**: If specific criteria can be met, Nazareth may accept prior teaching experience to fulfill a portion of its student teaching requirements.

- ❖ To be considered, the teacher candidate must have held a paid, full-time teaching position, which fulfilled the responsibilities of the primary teacher for at least one year.
 - Being a paraprofessional or a per diem substitute does not qualify a candidate for this exception.
- ❖ The assignment must have been in the appropriate certification area and represent the full range of developmental levels.
- ❖ In addition, the candidate must have performed satisfactorily.
- ❖ *For more information or to apply please visit [the Academic Policies and Procedures in the Graduate Catalog](#).*

PROFESSIONAL EXPECTATIONS

Teacher candidates are required 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 assignment indicates an understanding:

- ❖ that teacher candidates are expected to abide by the regulations, procedures, philosophies, and expectations of the district/agency, and
- ❖ that teacher candidates are expected to abide by Nazareth University's professional expectations.

For more information on Nazareth's professional expectations please review the [Professional Behaviors Assessment](#).

NEW YORK STATE TEACHER CERTIFICATION REQUIREMENTS

In order to be eligible for initial teacher certification in New York State, teacher candidates must complete the following:

- ❖ New York State Fingerprinting
(<http://www.nysed.gov/educator-integrity/fingerprinting>)
- ❖ EDU 593 Dignity for All Students Act (DASA) Workshop
- ❖ EDU 583 Health Education/Child Abuse & Violence Prevention

- ❖ Achieve a satisfactory level of performance on the following certification exams:
 - ❖ Educating All Students Test (EAS)
 - ❖ Content Specialty Tests:
 - ❖ Multi-Subject CSTs [*(This test is 3 parts) (adolescent, childhood, and early childhood candidates only)*]
 - ❖ Students with Disabilities CST [*(adolescent, childhood, and early childhood candidates only)*]
 - ❖ Certification Content Area CST [*(i.e., Math, English, Music, Art, ESOL etc.) (adolescent, TESOL, art, and music candidates only)*]

For more information on the New York State Teaching Certification Requirements, please visit the following websites.

- ❖ [Nazareth Certification Website](#)
- ❖ [New York State Teacher Certification Examinations Website](#)

OUT-OF-STATE TEACHING

If you are planning on teaching in a different state, please keep the following things in mind:

- ❖ State requirements differ.
- ❖ Look up the specific state's education department for certification details.
- ❖ It is wise to maintain your New York State certification.