



## STUDENT TEACHING General Information



### I. Introduction to the Placement Process

- A. **Eligibility:** All candidates for student teaching **must** receive approval from their program advisors before they are able to begin student teaching. Therefore, candidates must check with their advisors to confirm that they will qualify for teaching in the semester in which student teaching is anticipated. The Office of Field Experiences will verify eligibility with advisors also. You must complete **ALL** coursework prior to the student teaching semester.
- B. **Process:** The Office of Field Experiences considers multiple factors when placing candidates for student teaching. These include, but are not limited to: fieldwork placement, where candidates will be living, districts with high-needs, and candidates' needs.
- C. **Geographical Placement Options:** Choices include: Mid-Hudson Valley, Lower-Hudson Valley, New York City (SUTEC), Long Island and Alaska. No other regions are allowed without compelling reasons and only if approved by the candidate's advisor and chairpersons.

### II. General Guidelines and Information

- A. Districts will only honor student teaching placement requests from the Office of Field Experiences and only if the district protocol is followed. **Students are NOT allowed to request their own placement under any circumstances.** If a teacher wants to request a student to complete his/her student teaching with them, **the teacher** must send an e-mail to the Coordinator, Heather Finn, via e-mail [finnh@newpaltz.edu](mailto:finnh@newpaltz.edu).  
**Under NO circumstances are you to ask a teacher to host you.**
- B. Candidates are not allowed to student teach in districts where possible conflicts of interest may develop (i.e., family members in the same district or administration offices).
- C. Once a placement is confirmed, placement changes **are not permitted**. Compelling reasons for change will be considered only if extraordinary and unanticipated circumstances exist, with written request and approval from program chairperson and Office of Field Experiences Coordinator. Candidates' placements will be e-mailed to them as they come in from districts, via your New Paltz email address **ONLY. DO NOT E-MAIL OR CALL THE OFFICE OF FIELD EXPERIENCES TO ASK ABOUT YOUR PLACEMENT STATUS.** You may monitor the status of your placement through [my.newpaltz.edu](http://my.newpaltz.edu).
- D. Where a candidate will be living should not change after **October 1<sup>st</sup> for Spring placements and May 1<sup>st</sup> for Fall placements**, devoid of extraordinary and unanticipated circumstances. Written request for a change in placement due to such circumstances may be honored **ONLY** with approval from the candidate's program chairperson and the Office of Field Experiences Coordinator.
- E. If the timeframe for student teaching changes, candidates must re-apply to student teach (i.e. update application card, resume through Handshake, approval from their education advisor, and notify the Office of Field Experiences).

- F. Student teaching placements begin the first day of our college semester and end the last day of our college semester (Fall: Aug – Dec / Spring: Jan – May). Thereafter, candidates follow the district calendar and the cooperating teacher's schedule. Please be advised that school placements may be subject to change at the district's discretion. The school district calendars are different across the region. Therefore, at no time during the school year should student teachers plan vacations. Your schedule may change and you **must be available** to fulfill your professional obligation.
- G. Absences are not permitted without proper documentation of extraordinary and unanticipated events. Even these absences are limited due to the necessity of having a minimum requirement of completing 75 days of student teaching. Be aware that completing your certification exams is not an acceptable absence as this can be arranged well in advance so it doesn't interfere with student teaching.
- H. **Transportation:** Student teachers must have their own transportation and plan to travel up to 45 miles each way to their placement location. If a candidate anticipates not having a car, it is highly recommended s/he apply to SUTEC to teach in New York City. We cannot guarantee placement within walking distance from your home.
- I. There is a required student teaching orientation held before student teaching begins. Each program will notify their candidates of the exact date, time and location of their orientation. Typically, the meeting is a few days before student teaching starts for Elementary Education students. Adolescent Ed meetings are held the last week of the semester, before student teaching starts. Candidates placed outside of the Mid-Hudson and Lower Mid-Hudson Valley areas are required to attend also. In addition, SUTEC/NYC placed candidates must also attend the student teaching orientation organized by SUTEC.

### III. Information Needed from Candidates and Deadlines

- A. **Student Teaching Application Card:** Completed at the mandatory application meeting the semester **before** student teaching.
- B. **Resume:** Submit your draft at the Career Resource Center in HUM 105 **ASAP**. Submit final resumes by uploading onto Handshake by **April 15th for Fall placements and October 15th for Spring placements**.
- C. **Fingerprinting Proof and Clearance:** You must have proof of fingerprinting and they must be on your TEACH Account. Some districts will require that candidates provide authorization to check fingerprint clearance status.
- F. **Registration:** STUDENTS WILL BE PERMITTED TO BEGIN THEIR STUDENT TEACHING PLACEMENT **ONLY** IF THEY ARE OFFICIALLY SELF-REGISTERED FOR THEIR STUDENT TEACHING COURSES (minimum of 6 – 12 credits for TESOL; 13 credits for Elementary Education; and 14 credits for Adolescent Education).

## IV. Alternative Student Teaching Placement Regions

- A. NYC/SUTEC Placement:** Applications for SUTEC placements are completed online [www.sunyedu.sutec](http://www.sunyedu.sutec). Deadlines for online applications are:

**April 1<sup>st</sup> for Fall student teaching**

**October 1<sup>st</sup> for Spring student teaching**

- B. Long Island:** Candidates applying for student teaching on Long Island are generally allowed to go as long as there's a supervisor available. Supervisors are generally available for Elementary Education candidates in Nassau and Suffolk Counties. Adolescent Education candidates will need specific approval from their education program advisor to be considered for placement in either county. Once a decision is made to student teach on Long Island, that decision should not be changed after the end of the semester candidates apply for student teaching (May 1<sup>st</sup> for Fall placements and October 1<sup>st</sup> for Spring placements). Requests for such changes must be made in writing and may be approved for extraordinary and unanticipated reasons.
- C. Alaska:** Student teaching is available for accepted students only. Interested candidates are encouraged to apply after meeting with Heather Finn, Coordinator of Field Experiences. The Coordinator from Suny Brockport will interview potential candidates for acceptance into Alaska's student teaching program. This will be a semester long placement and will begin in early August or early January.