EDU 667 is a pre-student teaching experiences seminar course wherein you will be required to complete a minimum of 100 pre-student teaching fieldwork hours in addition to fulfilling the coursework seminar requirements. All 100 hours and appropriate coursework must be satisfactorily completed by the end of the semester, before a successful grade can be given in EDU 667.

**Pre-Student Teaching Fieldwork Hours Requirements (minimum of 100 hours, of which:)**

- Approximately 50 hours must be in grades 7-9
- Approximately 50 hours must be in grades 10-12
- At least 51 hours must be completed in a classroom setting
- At least 15 of your 100 hours must be working with Students with Disabilities in your certification area
  - Students with Disabilities (SWD) are those that have been identified and issued an IEP, 504 Plan, or other mandated modification
- At least 20 of your hours must be within your area of concentration
  - (i.e. English, Math, Social Studies, Biology, Chemistry, French)
- A variety of diverse educational settings
  - Cultural diversity (student population has at least 10% American Indian, Black, Hispanic, Asian, Multiracial – refer to [https://reportcards.nysed.gov/](https://reportcards.nysed.gov/) for demographics on specific districts in New York State)
  - Economic diversity (student population has at least 30% eligible for free or reduced lunch program – refer to [https://reportcards.nysed.gov/](https://reportcards.nysed.gov/) for demographics on specific districts in New York State)
  - English Language Learners
  - Rural, urban, suburban, international
  - Public, private, charter, parochial

There are several ways to accumulate pre-student teaching fieldwork hours. Each student may apply to have up to 80 hours of prior fieldwork, within the last five years, considered for approval by their course instructor. Refer to the “Pre-Student Teaching Experiences Consideration Instructions” for detailed information. The majority of the pre-student teaching hours must be completed in a classroom setting, but other youth experiences may be accepted, with limitations, in an after school program, tutoring, religious education, coaching, mentoring program, or other youth related service or agency. Course instructors will assist students in finding and approving appropriate places to complete the remaining pre-student teaching field experiences. Every student is required to complete at least 20 pre-student teaching hours during the current semester.
Pre-Student Teaching Experiences Consideration Instructions
MS Ed Adolescent Education Grades 7-12
EDU 667 – Pre-Student Teaching Experiences

For each pre-student teaching experience you participate in, both prior and present, the following information will be required:

1. A validation form must be completed for each experience you wish to have considered.

2. For each experience that was 10 or more hours of fieldwork, the validation form must be accompanied by a signed written statement on official letterhead from the site supervisor.
   a. The letter must include start and end dates, a description of the fieldwork completed, grade levels of youth involved, and the total number of hours completed.

3. A detailed observation/participation reflection (assignment and rubric may be found in the Pre-Student Teaching Handbook located online at http://www.medaille.edu/pre-student-teaching or from your course instructor).

Up to 80 hours of prior pre-student teaching experiences may be considered for acceptance by your course instructor. Course instructors will have the final determination of the number of hours that will be accepted. If you have prior pre-student teaching experiences within the last five years that you would like considered, you must complete all three of the above steps for each experience and remit the documents to your course instructor for their approval.

Pre-Student Teaching Acceptable Education Experiences with Maximum Hours Permitted

As a reminder, the majority of your fieldwork hours must be completed in a grade 7-12 classroom setting. If you are accumulating hours in non-classroom settings, refer to the chart below to determine the maximum number of hours permitted in each setting. **No more than 49 total hours will be permitted outside of a classroom experience.**

<table>
<thead>
<tr>
<th>Non-Classroom Experiences</th>
<th>Maximum Hours Permitted – Not to Exceed 49 total hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth to Grade 6 (outside of your certification area)</td>
<td>10 hours</td>
</tr>
<tr>
<td>Coaching</td>
<td>20 hours; (10 hours for grades 7-9 &amp; 10 hours for grades 10-12)</td>
</tr>
<tr>
<td>Camp Counselor (YMCA, Scouts, etc.)</td>
<td>20 hours; (10 hours for grades 7-9 &amp; 10 hours for grades 10-12)</td>
</tr>
<tr>
<td>Tutoring</td>
<td>20 hours; (10 hours for grades 7-9 &amp; 10 hours for grades 10-12)</td>
</tr>
<tr>
<td>Teaching Religious Education</td>
<td>20 hours; (10 hours for grades 7-9 &amp; 10 hours for grades 10-12)</td>
</tr>
<tr>
<td>Teaching Adult Education (outside of your certification area)</td>
<td>10 hours</td>
</tr>
<tr>
<td>Aide to a Student with Disabilities</td>
<td>15 hours</td>
</tr>
</tbody>
</table>

**NO CREDIT CAN BE GRANTED FOR BABYSITTING, NANNY DUTIES, PARENTING, OR TUTORING ONE’S OWN CHILD!**

Effective Fall 2012
Pre-Student Teaching Experience Validation Form

EDU 667 – Pre-Student Teaching Experiences

Complete the validation form below for EVERY experience you wish to have considered for credit. All validation forms must be accompanied by the required documents (reflection and letter signed by site supervisor) in order to be considered.

Select one:
- Prior Experience to be Considered
- Current Experience Completed During this Semester

Student Name

Site/School Name

Site/School Address

Site/School Phone Number

Date Experience Began __________________________ Date Experience Ended __________________________

Grade Level (select one):
- Birth – Grade 6
- Grade 7-9
- Grade 10-12
- Adult Education

Educational Setting (check all that apply)
- Culturally Diverse
- Economically Diverse
- English Language Learners
- Students with Disabilities
- Public School
- Charter School
- Private School
- Parochial School
- Urban
- Suburban
- Rural
- International

What is your content area? ________________________________________________________________

Was this experience within your content area? Yes No

Total Hours from this Experience __________________________

Site Supervisor’s Name ________________________________________________________________

Site Supervisor’s Signature ____________________________________________________________

Validation Reviewed By: ________________________________________________________________

Total Hours Approved: __________________________

Effective Fall 2012
# Pre-Student Teaching Credit Review Chart

**EDU 667 – Pre-Student Teaching Experiences**  **MS Ed Adolescent Education Grades 7-12**

Complete the chart below and attach to your validation form(s), participation reflection(s), and site supervisor letter(s) to allow your course instructor to determine the number of prior pre-student teaching hours that have been completed for course credit. No more than 80 hours completed prior to the start of EDU 667 can be considered.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Site/ School Name</th>
<th>Site Supervisor/ Teacher Name</th>
<th>Number of Hours of Participation</th>
<th>Completed in a Classroom</th>
<th>Completed in a Non-Classroom</th>
<th>Grade 7-9</th>
<th>Grade 10-12</th>
<th>SWD</th>
<th>In Area of Concentration</th>
<th>Culturally Diverse</th>
<th>Economically Diverse</th>
<th>English Language Learners</th>
<th>Number of Hours Approved by Course Instructor (initialed)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

After reviewing documentation, it has been determined that you must complete the following hours before the conclusion of EDU 667.

<table>
<thead>
<tr>
<th>Hours in Grades 7-9</th>
<th>Hours in Grades 10-12</th>
<th>Hours in SWD</th>
<th>Hours in Area of Concentration</th>
</tr>
</thead>
</table>

Effective Fall 2012
Pre-Student Teaching Experience Credit Confirmation
EDU 667 – Pre-Student Teaching Experiences    MS Ed Adolescent Education Grades 7-12

At the end of the semester, each student’s field experience hours should be reviewed and calculated. Refer to the chart below for specific requirements.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Hours Completed as Reported by Student</th>
<th>Guidelines that must be met</th>
<th>Total Hours Approved by Instructor (initialed)</th>
<th>Total Additional Hours Still Needed (as determined by instructor)</th>
<th>Place an X in the box when the requirement has been met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours completed in grades 7-9</td>
<td>Approximately 50 hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours completed in grades 10-12</td>
<td>Approximately 50 hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours completed in a classroom setting</td>
<td>A <strong>minimum</strong> of 51 hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours completed working with Students with Disabilities (SWD)</td>
<td>A <strong>minimum</strong> of 15 hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours completed in the area of concentration</td>
<td>A <strong>minimum</strong> of 20 hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours completed and approved prior to this semester</td>
<td>A <strong>maximum</strong> of 80 hours</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Hours completed during the current semester</td>
<td>A <strong>minimum</strong> of 20 hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours of Pre-Student Teaching Experiences</td>
<td>A <strong>minimum</strong> of 100 hours</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Signature _______________________________ Date _______________________________

Instructor Signature _______________________________ Date _______________________________