



# Office of Student Teaching/Certification (OSTC) Policies & Procedures

## Pre-requisites needed in order to be eligible to participate in student teaching

- 1) Successful completion of all course pre-requisites
- 2) Minimum appropriate grade point average (GPA):
  - *For graduate education programs:* minimum GPA of 3.0.
  - *For undergraduate education programs:* minimum GPA of 2.5.
- 3) Student in good standing with the College (no HOLDS on student account)

## Statement on Student Teaching Experiences and Employment

Each student teaching placement is a full-time experience for student teachers to become actively involved with students in a school setting. Student teaching integrates the theoretical and practical learning of the college classroom to the hands-on classroom activities.

For this reason, the OSTC **strongly** recommends that a student teacher not have outside employment during this most important experience.

## Student Teaching Placement Information Meeting

**Mandatory** Student Teaching Placement Information Meetings are held during the fall and spring semesters to provide potential student teachers with: (1) an overview of the student teaching pre-requisites; (2) where to find copies of the student teaching placement form and profile sheet template and deadline dates for submission; (3) a reminder that a police record check screening is required prior to participation in student teaching (Canadian student teachers); (4) a copy of the student teaching start/end dates and interim week; (5) expectations of the Student Teacher Exit Meeting; and (6) an opportunity to discuss student teaching placement procedures and responsibilities during student teaching, including NYS fingerprint procedure for all student teachers.

Dates and locations of these meetings are available on the Office of Student Teaching/Certification (OSTC) website and signs are posted at both the Amherst and Buffalo campuses. The meetings are normally scheduled within the first two weeks of each semester.

## Student Teaching Placement Form and Profile Sheet

Student Teaching Placement Forms and Profile Sheets are due to the OSTC by February 15 (for fall semester placements) and September 15 (for spring semester placements). **No exceptions.** Students who submit forms after the stated deadline may be deferred by the OSTC to the following semester for student teaching.

Students may provide **up to** two school boards/districts on the Placement Form. If students list more than two boards/districts, the OSTC will use the first two provided. If a student wants only one board/district, they should list only one board/district. Students needing to be on a public transportation or bus route must indicate so on the form prior to turning it in.

The OSTC works with schools, boards and districts to find appropriate grade level placements using the information provided on the Student Teaching Placement Form. NOTE: Information provided by the student on the form is viewed as preferences and suggestions only. It is not always possible to confirm a placement in a school the student has listed. Confirmed student placements may be up to an hour from the student's home by car.

For more information on the Student Teaching Placement Form and the Profile Sheet, see FAQ's About the Student Teaching Placement Info Meeting at [www.medaille.edu/studentteaching](http://www.medaille.edu/studentteaching).

## Catholic/Separate School Placements

Students requesting to teach in a Catholic school/board in the Province of Ontario must be Catholic. Catholic schools in Ontario integrate religion into a large portion of their daily curriculum and require the student teacher be Catholic.

## Student Teaching Semesters

Student teaching occurs during the fall semester (September-December) or spring semester (January-May). Please check the Office of Student Teaching/Certification (OSTC) website at [www.medaille.edu/studentteaching](http://www.medaille.edu/studentteaching) for specific start/end dates of student teaching.

## Student Teaching Placements

- 1) Each student teaching placement experience is typically two (2) full-time seven-week placements, with a one week interim week between the first and second placements. Fall semester student teaching usually begins in early September and concludes by mid-December. Spring semester student teaching normally begins in mid-January and concludes in early May.
- 2) Student teaching placements are arranged by the OSTC and the schools/boards/districts. Students are not to contact schools/boards/districts to arrange their own placements. Doing so may jeopardize their student teaching placements.
- 3) Student teaching placements are secured for western New York schools and the Province of Ontario (63 boards). Any placement outside these areas require approval by the OSTC **prior to** the student submitting the Student Teaching Placement Form.
- 4) Although not the norm, placements may be confirmed for up to an hour drive from the student's home by car.

## **Student Teaching Placement Confirmations**

The Office of Student Teaching/Certification (OSTC) forwards “email updates” throughout each semester to students who are expected to student teach.

**The OSTC formally notifies students of confirmed placements via their Medaille email address for the spring semester beginning December 1<sup>st</sup>. Students who participate in fall semester student teaching are notified by June 15<sup>th</sup>, with additional notifications beginning August 15<sup>th</sup>.**

## **Associate Teacher Responsibilities**

Associate teachers are responsible for all activities listed in the “Timetable of Important Dates/Activities for Associate Teachers” in the Student Teaching Handbook found on the OSTC website at [www.medaille.edu/studentteaching](http://www.medaille.edu/studentteaching).

## **College Supervisor Responsibilities**

College supervisors are responsible for all activities listed in the “Timetable of Important Dates/Activities for College Supervisors” in the Student Teaching Handbook found on the OSTC website at [www.medaille.edu/studentteaching](http://www.medaille.edu/studentteaching).

## **Student Teacher Responsibilities**

Student teachers are responsible for finding transportation to their confirmed placement(s).

Student teachers are responsible for activities in the “Timeline of Important Dates/Activities for Student Teachers” in the Student Teaching Handbook on the OSTC website at [www.medaille.edu/studentteaching](http://www.medaille.edu/studentteaching). Also, in the handbook are requirements that student teachers must have completed and had their associate teacher(s) sign off as having been completed.

Formal lesson plans are to be written for the associate teacher within the first 2-3 weeks of each placement. Lesson plans are to be submitted to the Associate Teacher in a timely manner so they can be reviewed and/or revised. We suggest a minimum of 48 hours. After that it is the Associate Teacher who will decide the formality of the lesson plan expected with one exception.

A formal lesson plan is always written for the College Supervisor when they are scheduled for a lesson observation.

In addition, student teachers are responsible for handing in all student teaching documentation with original signatures as noted on the Student Teacher Exit Meeting Checklist.

## Absences from Student Teaching

The student teacher is expected to be in attendance the same days their associate teacher is in attendance along with the same hours. Students missing any days must notify their associate teacher, college supervisor and the Office of Student Teaching/Certification in writing or by phone. Absences may be required to be made up. This decision is made by the Office of Student Teaching/Certification. Students absent days they are scheduled to teach must ensure that the associate teacher has all lesson materials needed for the scheduled lessons.

## Protocol When Student Teaching Issues Arise

**Placement Issues:** Students who have concerns regarding their placement (location, teacher, grade, deferring, etc.) should email the details to Renee Locke at [renee.m.locke@medaille.edu](mailto:renee.m.locke@medaille.edu).

**Student Teaching Issues:** Issues or concerns that arise during the actual student teaching experience should go first to the associate teacher, then the college supervisor and lastly emailed to Renee Locke at [renee.m.locke@medaille.edu](mailto:renee.m.locke@medaille.edu).

All information needs to be in writing, whether hard copy or email. Situations will be reviewed by the Office of Student Teaching/Certification and an answer/ decision emailed to the appropriate parties by the OSTC. A copy of all documentation is placed in the student's file.

## Arrival at Student Teacher Placement School

Student teachers must check with their assigned school(s) for dates and times of operation. It is the student teacher's responsibility to confirm the starting time and date and to arrive daily at least 20-30 minutes prior to the children's arrival. Also, student teachers should review the school's handbook for information about procedures, parking, calling in sick, safety and management policies.

## Student Teaching Attire

Student teachers are required to wear professional attire. Professional attire is dress that is comfortable and fits within the culture of the school you are working. We do not permit denim jeans, warm-ups or sneakers unless it is strictly within the code of the school for a particular day/event. Our suggestion is to wear a basic, simple outfit that presents you as a professional seeking a position in the field.

## Student Teaching Evaluation (formal)

Student teachers are formally evaluated by their Associate Teacher twice during each placement using the Mid-Way Performance Summary—Associate Teacher and the Performance Summary Form—Associate Teacher.

Students are also formally evaluated by their College Supervisor at the scheduled lesson observations using the Lesson Observation Form and Lesson Plan Rubric. College Supervisors also complete the Performance Summary Evaluation Form—College Supervisor at the end of each placement.

All evaluation forms can be found on the Office of Student Teaching/Certification (OSTC) website at [www.medaille.edu/studentteaching/forms.asp](http://www.medaille.edu/studentteaching/forms.asp) (PDF documents).

## Copy/Photocopy Policy

Student teachers are expected to submit **original** student teaching evaluations to Medaille College during the mandatory Student Teaching Exit Meeting. Students wishing copies of these documents are expected to make them prior to that meeting. **[The Office of Student Teaching/Certification (OSTC) is not permitted to make copies for students.]**

## Student Teaching Exit Meeting

All student teachers are required to attend the mandatory Student Teaching Exit Meeting after the end of their student teaching semester. Information is emailed to student teachers mid-way during their student teaching semester. Items of importance:

- Students must turn in all student teaching documentation with original signatures as indicated on the Student Teaching Exit Meeting Checklist found at [www.medaille.edu/studentteaching](http://www.medaille.edu/studentteaching) under Forms. Materials must be in order as indicated on the checklist.
- All documentation must have original signatures (no photocopies).
- Copy any document prior to turning in at the Exit Meeting. [OSTC is not permitted to make copies.]
- Students missing appropriate/required documentation will receive a grade of “CP” (Credit Pending) until material is received in the OSTC.

## Student Teaching Grading

*Satisfactory or “S” Grade:* Student teachers earn a grade of “S” for successfully completing all of their required number of student teacher placements.

*Unsatisfactory or “U” Grade:* If a student is unsatisfactory/unsuccessful in one or more of their student teaching experiences, the student will receive a grade of “CP” (see below). At the judgment of the OSTC in consultation with the college supervisor, the student **may** be permitted to continue after attending a “Refocus for Success” session. Student who are not allowed to continue or who repeatedly fail one or more student teaching experiences will receive a grade of “U.”

*Credit Pending or “CP” Grade:* A grade of “CP” indicates that the student has not successfully completed their required number of student placements. For example, if a student is unsatisfactory in the first placement, they **may** be permitted to continue on in their second placement, but may be required to attend a “Refocus for Success” session. The student will then need to repeat their first placement in a

subsequent semester. In the interim, their grade for the student teaching course will be “CP.” Students needing to repeat a placement will incur additional tuition expenses.

## “Refocus for Success”

If a student earns an unsatisfactory grade during a student teaching placement will be required to attend a mandatory “Refocus for Success” seminar. Students informed that “Refocus for Success” is required but do not attend, will not be permitted to continue with another student teaching placement.

## Medaille Recommendation for a NYS Teacher Certificate

If a student has met all the following criteria, the OSTC will submit an online recommendation for the NYS teacher certificate:

- 1) The on-line NYS Teaching Application has been completed and fee paid.
- 2) No holds exist on the student’s Medaille account.
- 3) Student has submitted Application for Graduation to the Registrar’s Office and paid the graduation fee.
- 4) Student has completed the Medaille College Recommendation Form for a NYS Teaching Certificate and submitted the form to the OSTC.
- 5) All coursework has been successfully completed and the degree has been conferred.

If any of these items have not been satisfactorily completed, Medaille College will be unable to recommend the student to NYS for a teaching certificate.

**NOTES:** In addition to the above for Medaille Recommendation for a NYS Teacher Certification, students must have the following before NYS will issue a certificate:

- 1) Students must successfully complete all required NYS exams (i.e., LAST, ATS-W, CST, etc.).
- 2) Students must be complete the on-line fingerprint application at the NYS TEACH website and pay the processing fee. Fingerprinting must be completed and the cards mailed to NYS.

For more information, go to the OSTC website at [www.medaille.edu/studentteaching](http://www.medaille.edu/studentteaching).

## Email Statement

The OSTC frequently communicates with students via email. All email communication will be done using the student’s Medaille College email. We will not communicate to other email addresses. Students emailing questions, requests, etc., from other email accounts will receive replies to their inquiries through their Medaille email accounts.