



MEDAILLE
COLLEGE

Preparing For the Student Teaching Experience

2009 – 2010



Amherst Campus

30 Wilson Road, Williamsville, NY 14221

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Important Contact People

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Information may also be found on the student teaching web site at
www.medaille.edu/studentteaching.

The site contains information and forms for Medaille College student teachers,
their associate teachers and college supervisors.

Does the Office of Student Teaching/Certification (OSTC) have a Student Teaching Handbook?

Yes. The Student Teaching Handbook in its entirety is available on the OSTC website at www.medaille.edu/studentteaching.

The Handbook includes information such as important student teaching dates, exit meeting dates, student teaching requirements, sample lesson plan/unit formats, student teaching evaluation forms, and additional information regarding the area of student teaching.

What are the pre-requisites needed in order to be eligible to participate in student teaching?

- *For graduate education programs:* successful completion of all course pre-requisites and a minimum grade point average (GPA) of 3.0.
- *For undergraduate education programs:* successful completion of all course pre-requisites and a minimum grade point average (GPA) of 2.5.

Please check the Office of Student Teaching/Certification website for course pre-requisites for your specific program at www.medaille.edu/studentteaching.

Is a Police Record Check required if I will be student teaching in Ontario?

Yes. All Canadian education students are required to complete a satisfactory Police Record Check Screening prior to participation in student teaching or other voluntary experiences with children. It is further expected by the OSTC that you will have the process completed in a timely manner so that documents are ready for the first day of your assignment in student teaching. Students may visit the Ontario Education Services Corporation website at www.oesc-cseo.org to obtain current forms for the Police Record Check.

Select boards also require that a student process screening via the OESC (Ontario Education Services Corporation), www.oesc-cseo.org (416-205-9545). Currently, Niagara Catholic, District School Board of Niagara, Peel Public, Halton Public, and Toronto Public Boards require the OESC screening. All Province of Ontario student teachers are expected to determine what is required by the board(s) where they will be student teaching.

Student Teaching Schedule: Fall 2009

First Student Teaching Placement

- Canadian Students: Tuesday, September 8, 2009 - Friday, October 23, 2009
- US Students: Tuesday, September 8, 2009 – Friday, October 23, 2009

Second Student Teaching Placement

- Canadian Students: Monday, November 2, 2009 – Thursday, December 10, 2009
- US Students: Monday, November 2, 2009 – Thursday, December 10, 2009

Interim Week: Monday, October 26, 2009 – Friday, October 30, 2009

Student Teacher Exit Meeting: Friday, December 11, 2009

NOTES: 1) Student teaching is two (s) full-time 7-week placements
2) Student teachers are expected to follow the schedule of the school (holidays, professional development days, closings due to weather, etc.)

Student Teaching Schedule

Interim Week: October 26 – October 30, 2009

- Arrange to meet your 2nd placement Associate Teacher
- Collect original evaluation forms, lesson observations, rubrics, etc., from your first placement
- Make up student teaching absences
- Students who must repeat their first placement will be required to attend the “Refocus for Success” seminar scheduled for the interim week.

And when you’ve completed your placements...

Student Teaching Exit Meeting

U.S. and Canadian Education student teachers have a mandatory student teaching exit meeting on Friday, December 11, 2009.

The Student Teaching Exit Meeting is a meeting scheduled on the last day of the second placement of student teaching. You will be expected to bring a series of lesson plans and evaluations from student teaching. This Exit Checklist is on our website and more details are disclosed during student teaching via students’ Medaille email.

Questions, Issues, Assistance

Your associate teacher is always your number one contact to assist/direct you during your student teaching experiences. Protocol is to contact the college supervisor followed by the Office of Student Teaching/Certification if the issue has not been resolved.

What is the role of the Associate Teacher and the College Supervisor?

Associate Teacher: The associate teacher may be called upon for advice on areas such as classroom management, planning and evaluating, and selection of instructional media. The associate teacher also serves as a role model for the student teacher's successful teaching experiences. The associate teacher will orient the student to the classroom and help to integrate the student teaching into the instruction setting. The associate teacher will be assigning lessons to the student teacher to teach and reviewing lesson plans. They also will be evaluating the student teacher mid-way through the placement as well as at the end of the placement.

College Supervisor: The college supervisor will help orient the associate teacher to our student teaching expectations as well as to the forms and formats used during the student teacher's placement. The college supervisor will also be observing and evaluating at least two lesson plans and lesson plan rubrics that the student will teach from for each placement, as well as complete a final performance summary evaluation at the end of each placement.

How do I meet my College Supervisor?

When you receive your confirmed student teaching placements, the name and contact information of the supervisor will be included. You may introduce yourself with a phone call or send an email. Typically, the College Supervisor schedules a meeting to orient student teachers prior to the beginning of the student teaching experiences, but no later than the first week of student teaching.

Student Teaching Tips

Arrive early...stay late! Arrive a minimum of 30 minutes before children arrive and after children leave school or longer if the Associate Teacher wishes.

Display initiative in the classroom and in the school. Volunteer and assist without be asked.

Plan, plan, and plan again. Good planning normally leads to good teaching and learning. Submit lesson plans to the Associate Teacher [AT] at least 48 hours in advance of a teaching lesson or earlier if an AT wishes.

You are a "guest" of the school and the school board or district.

Professional attire is dress that is comfortable and fits within the culture of the school you are working. Do not wear 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 is a full-time job with full-time responsibilities. It is not recommended that students work while student teaching.

No cell phones!

Program Policies

Attendance: If you are absent from student teaching, the day(s) will need to be made up during the interim week after the first placement and after the conclusion of the second placement. [All absences must be reported by the student to the Associate Teacher, College Supervisor and the Office of Student Teaching/Certification immediately.]

Academic Warning Report: A College Supervisor submits an academic warning report on a student teacher who is having student teaching issues regarding areas such as instruction, management, professional behavior, initiatives, issues with arrival and departure times, pre-planning of lessons, etc.

Student Teaching Requirements

Lesson Plans: Writing formal lesson plans allows your college supervisor(s) to see how well you have developed each of your lessons prior to actually teaching. Each of the lesson plans that you prepare for your college supervisor(s) when they visit to observe must follow the Medaille College Lesson Plan format. Each needs to be submitted one week in advance, or as directed by your college supervisor and via the mode “fax, hardcopy or email” as indicated by the college supervisor. These plans along with the rubric must be included in your student teaching exit folder.

Reflections: Upon the completion of each student teaching experience, you are required to write a 1-2 page, word-processed reflection (single-spaced), reflecting on all of the things that you learned, theories you applied, opportunities you had, your strengths and areas of improvement. See page 34 in the “Student Teaching Handbook” for the Student Teaching Placement Experience Reflection Assignment form. Reflections are to be included and submitted at the Student Teacher Exit Meeting.

Student Teaching Requirements for education programs are found in the “Student Teaching Handbook” on pages 18-29. The requirements are to be tracked and completed by the student teacher and signed off by the associate teacher, college supervisor and student teacher for **both** placements. Pages 18-29 must be signed off on the last page and included in the materials submitted at the Student Teacher Exit Meeting.

Student Teaching Evaluation/Assessment Forms

Student teaching evaluation/assessment forms used during the student teacher experiences are found in the “Student Teaching Handbook” on pages 36-62. A student teacher must earn a final evaluation grade of 3 (competent) or higher in order to pass the student teaching experience. A grade below a 3 means the student teacher must repeat the student teaching experience(s).

How are Student Teachers Evaluated?

Students are formally evaluated by their Associate Teacher twice during each placement.

Students are formally observed/evaluated twice by their College Supervisor at the scheduled lesson observations. College supervisors will also complete a final performance summary evaluation at the end of teach placement.

The forms that will be used for the evaluation of your student teaching performance are on the Office of Student Teaching/Certification website at www.medaille.edu/studentteaching and include:

- The **Midway Evaluation—Associate Teacher** completed by the Associate Teacher at each placement.
- The **Performance Summary Evaluation—Associate Teacher** completed by the Associate Teacher at the end of each placement.
- The **Performance Summary Evaluation—College Supervisor** completed by the College Supervisor at the end of each placement.
- **College Supervisor Lesson Observation Forms** are completed by your College Supervisor during each scheduled lesson observation. A minimum of two are required for each placement.

- **Lesson Plan Rubrics** are completed by the College Supervisor for each lesson plan submitted for the observed lessons. Two Lesson Plan Rubrics are also completed by one of the Associate Teachers as part of reviewing the student teacher's final unit plan.

What is my grade for Student Teaching?

You earn a grade of "S" for Satisfactory or "U" Unsatisfactory for the Student Teaching experience.

If you earn less than a 3 (competent) rating for a placement, you will have failed that placement. You will be mandated to attend a "Refocus for Success" seminar. Upon completion of the seminar, you will be permitted to continue to the next placement and repeat the failed placement during a subsequent semester. In the interim, your grade will be an "I" (Incomplete). You will have until the end of the following student teaching semester to successfully complete student teaching.

May I request copies of my student teaching evaluations?

No. You are required to submit original student teaching evaluations to Medaille College during your Student Teaching Exit Meeting. You are expected to photocopy any of the student teaching materials you personally wish to keep prior to that meeting. [The Office of Student Teaching/Certification (OSTC) is not permitted to make copies for students.]

Suggested Timetable of Important Activities/Dates for the Student Teaching Experience (weeks 1-7)

The timetable, found in the "Student Teaching Handbook" on page 15, provides student teachers with a guide of expectations as each student teaching week approaches.

Timetable of Important Activities/Dates for the Associate Teacher Timetable of Important Activities/Dates for College Supervisors

These timetables assist the Associate Teacher, and College Supervisor with activities that need to be completed with deadline dates. Timetables can be found on pages 9 and 11 of the "Student Teaching Handbook" found on the student teaching website at www.medaille.edu/studentteaching.

Graduation and Teacher Education Certification Requirements

Title	Activity	Recommended Date to Complete	Date Completed
NYSTCE	Pass all NYS exams: LAST, ATS-W, CST M.S. degree Education candidates	LAST- 1st semester ATSW-late 1 st semester, early 2 nd CST-2 nd semester	
NSYTCE	Pass all NYS exams: LAST, ATS-W, CST B.S. degree Education candidates	LAST-3 rd year, ATSW-3 rd year, CST-4 th year, 1 st semester	
Fingerprinting	Requirement for NYS certification (graduate students) Fingerprinting appt. available at Medaille College, Amherst Campus 133, or Buffalo Campus, 77 Humboldt, or Ontario Police Station. [Fee varies]	1 st semester	
Fingerprinting	B.S. degree Education candidates (see above for appt. information)	Junior year	
Fingerprinting Application	Complete an online fingerprinting application (graduate students) with NYS at www.highered.nysed.gov/tcert/teach/ Approx. \$94 fee.	1 st semester	
Fingerprinting App.	B.S. degree Education candidates (see above for website/fee)	Junior year	
NY Teaching Application	Create a teaching application with NYS at www.highered.nysed.gov/tcert/teach . Approx. \$50 fee. Application guidelines available at, www.medaille.edu/studentteaching/ . View “Multimedia presentation”. Choose Initial certification. Choose Childhood education. Codes: childhood education code–30681; adolescence education code (French, Biology, Chemistry)–32335, English code–31594, Math code–31595.	2 nd semester	
NY Teaching App.	B.S. degree Education candidates (see above)	Senior year	
Coursework	All required coursework has been completed	Last semester of attendance	
Transcripts	All official transcripts have been received by the Registrar’s Office	Last semester of attendance	
Holds	No holds on any account	Last semester of attendance	
Graduation Application & Fee	Submit application for graduation to Registrar’s Office Pay graduation fee (approx. \$50) to Business Office	Last semester of attendance	
Medaille College Recommendation Form	Submit the Recommendation Form to the OSTC. [Must include student ID number and SIN/SSN]	Last semester of attendance	
OCT Application	Submit hard copy application for an OCT teaching certificate. (for Canadian students only)	Last semester of attendance	