

## What You Need to Know about Student Teaching Before You Begin

- ❑ Turn in your student teaching application at the end of the meeting.
- ❑ Make sure that your clearances are turned in with your student teaching packet.
- ❑ Make an appointment with your advisor to make sure that you have completed all course requirements for your major before student teaching.
- ❑ You have the option of taking student teaching as a pass/fail or a letter grade. Discuss these options with your advisor or field supervisor.
- ❑ Talk with your advisor before enrolling in a class while student teaching. Some programs now require the classroom management class to be taken during student teaching.
- ❑ Contact your cooperating teacher before August if you are student teaching in the Fall and before January if you are student teaching in the Spring. Write an introductory letter to them. Let them know that you are excited to begin your capstone experience. Have someone proofread your letter to check for grammatical errors. You can work on your draft now.
- ❑ Turn in your ENTIRE completed packet before the deadline stated at the top of the pre-requisite form.
- ❑ Make sure that you have registered and taken all of your required Praxis Tests.
- ❑ Join Student PSEA so that you have liability coverage during student teaching.
- ❑ Be sure to call or email the Office of Student Teaching if your personal information changes or if you decide not to go student teaching next semester.
- ❑ You will be notified of your placement via the US Mail to the home address that you provide for us on your application.
- ❑ Do not attempt to make your own placements. Do not contact schools, principals, or teachers.
- ❑ You are required to provide your own transportation to and from your placement.
- ❑ Make sure that your "information" sheet is professionally completed. These sheets are mailed to your cooperating teacher. You must use resume quality paper.
- ❑ Please do not have your parents call the office about placements. Under FERPA we are not allowed to share information with them without your permission.
- ❑ You are not permitted to work full time during student teaching; this includes working at the university.
- ❑ Find out about your assigned school and district by researching their website. Find out about their vision, mission, size, socio-economic status, PSSA scores, curriculum, and other valuable information that will help you prepare for student teaching.
- ❑ Drive to the school BEFORE your first day so that you know where you are going.
- ❑ Find out about what kind of technology support is available so that you are knowledgeable and comfortable with it.

## TIPS for SUCCESSFUL STUDENT TEACHING ONCE YOU ARE THERE

- ❑ Be on time EVERY DAY. Arrive at School early and stay late. Don't be the first to leave the building.
- ❑ Be professional and courteous. Don't call your cooperating teacher by their first name unless they specifically ask you to do that. That goes for the other professionals in the building too.
- ❑ Dress appropriately at all times. This includes PROFESSIONAL DEVELOPMENT DAYS ON CAMPUS. If you aren't sure about wearing it, don't.
- ❑ Show initiative. Ask what you can do to help. Don't put off doing what you are asked to do.
- ❑ Don't be afraid to ask questions if you don't understand. Take notes so you don't forget.
- ❑ Exchange phone numbers and email with your cooperating teacher so that you can easily contact them if an emergency occurs.
- ❑ Student teaching is your capstone experience and to do it right, it will take a great deal of your time. Use your time wisely. Prioritize.
- ❑ Make sure that you can write lesson plans effectively. Complete all lesson plans on time. Don't wait for your cooperating teacher to ask for them.
- ❑ Be professional in discussing children in your class. Do not participate in gossip. Remember FERPA guidelines.
- ❑ First impressions are lasting. Make sure that you are pleasant in the building and you demonstrate a positive attitude.
- ❑ Be present every day for student teaching. Don't be absent unless you are sick.
- ❑ Remove all your references on Facebook, MySpace or any similar web pages. Don't assume your students can't find you on the web, because they can.
- ❑ Turn off your cell phone during school hours.
- ❑ Don't text message during the school day or while you are at school.
- ❑ Show initiative. Volunteer to work on projects outside of your classroom.
- ❑ Don't wait to be asked to help or to share an idea.