



Office of Field Experience

EFC 480: Student Teaching

Expectations

1. Dress professionally.
2. Attend any available district curriculum trainings.
3. Beat your cooperating teacher to the classroom each morning.
4. Cooperating teacher dismisses you at the end of the day.
5. Receive criticism gracefully.
6. Always offer help. Look for things that need to be done.
7. Never do personal business on school time.
8. Attendance at all seminars is MANDATORY.

Working

- Working during Student Teaching is STRONGLY discouraged.
- Student Teaching is your job for a minimum of 10 weeks.



Eligibility for Student Teaching

1. Full admission to the Teacher Certification Program
2. 3.0 GPA or higher (either for the last 45 graded quarter credits or overall CWU/transfer cumulative)
3. Successful completion (grade of C or higher) of professional sequence, major and minor courses
4. Successful completion of at least 75 percent of major and minor (to include certain courses)
5. Submission of proof of purchase of \$1M liability insurance
6. Submission of proof of registration of WEST-E or NES exam for a test date that will occur prior to the first day of the Student Teaching experience
7. All grades of Incomplete must be converted to C or higher prior to the beginning of the Student Teaching experience



Application

- Your application will be read by several people.
- Given to school district personnel, principals, cooperating teachers.
- No misspellings.
- Proofread your work.
- You will receive a confirmation email once you submit the online application.

Resume

- Write a resume that addresses your talents and experience working with children.
- If you need help with your resume, the Career Services Center can help.



Writing Center

- If you struggle with writing, go to the Writing Center. They will help you to succeed.
- Strongly recommended: As you complete each task of the edTPA, take it to the Writing Center and ask them to critique it.



Field Supervisor Availability

Not all schools districts listed on the application are available each quarter. This is due to the varying availability of supervision each quarter.



Placement

Step One

The Coordinator of Field Experiences submits the student teacher's application materials to the student teacher's preferred school districts indicated on the application.

Step Two

The school districts send out a district-wide email asking for experienced teachers to volunteer to be a (cooperating) mentor teacher.

Step Three

The school district waits to see if any teachers step forward to take on a student teacher. An interview with the mentor teacher and/or principal may be required.

Note: If no teacher is willing to serve as a mentor teacher, we must move on to step four.

Step Four

The Field Supervisor submits the student teacher's application materials to the second and third choice school districts, and *the process begins all over again.*



Placement

Step Five

The Coordinator of Field Experiences will contact you with placement information:

- Placement info
- Field Supervisor contact info
- Registration info

Step Six

You register for EFC 480 as directed.

Step Seven

You contact your field supervisor and cooperating teacher to arrange an initial meeting and plan your in-class schedule.



Placement

Important Information:

- Some school districts leave student teacher placement up to the individual schools. This means that the Coordinator of Field Experiences must contact each individual school to see if they are interested in taking on a student teacher. This is extremely time-consuming.
- If you do not hear from the Coordinator of Field Experiences, do not assume that he/she is not working on your placement. It simply means that there is no news to share with you about your placement.
- The Coordinator of Field Experiences is placing a full load of student teachers and securing other field experience placements at the same time that he/she is trying to place you for student teaching. Your understanding is appreciated as the Coordinator of Field Experiences handles countless phone numbers, names, messages, emails and so forth.



Email Etiquette

- Email is considered public and often stored on servers.
- Email can be subpoenaed in a court of law.
- No personal email or business on school time.



Seminars

All seminars are mandatory - state requirement.

1. Orientation Seminar
2. WEA Professional Ethics & Law Seminar
3. edTPA Seminar
4. edTPA Follow-Up Seminar (*optional – check with Field Supervisor)
5. Classroom Management
6. Job Search
7. Exit Seminar



Code of Unprofessional Conduct

State law requires:

- No inappropriate conduct.
- No inappropriate touching.
- No inappropriate language.
- No inappropriate clothing.
- No smoking on school grounds.
- No drinking on school grounds.
- No illegal drug use on school grounds.



Removal from Student Teaching

A student teacher can be “pulled” out of Student Teaching for a variety of reasons:

- Poor scores or ratings on an evaluation.
- Overall attitude.
- Lack of professionalism.
- Principal request to remove student teacher.
- Cooperating teacher request to remove student teacher.



Welcome
to the greatest profession in the world!

