

ELEMENTARY EDUCATION STUDENT TEACHING ASSIGNMENT REQUEST
Placement Period: Spring, 2015
Instructions for Completing the Student Teaching Packet

Please complete the request form and the Student Teaching Placement Packet pages that follow.

If you prefer to provide a transcript (or transcripts) instead of completing the packet pages that pertain to courses you have taken, you may do so. Note that many districts now require students to submit their transcripts before considering them for placements.

Essay

In the past, districts have rejected applications for student teaching because of content, usage, spelling, and grammatical errors. Compose your essay on a computer, and check to be sure that it demonstrates your strengths in writing an effective persuasive essay using correct mechanics, language, and writing skills. Be sure that your essay has:

- A clearly stated thesis statement
- Smooth transitions
- Varied sentence structure
- Elaboration of main ideas
- A logical conclusion.

It must be logically ordered, and your main points must be well-developed.

Transcripts

Include copies of all university transcripts (official or unofficial).

Proofreading

Proofread your entire packet to ensure that it reflects your command of the English language.

Submitting the Packet

Print the entire packet, and return it to:

Dr. Virginia King
Student Teacher Placement Coordinator
WCSU – Education Department
Westside Campus – Room 239
Danbury, CT 06810

If you have questions, contact me via either email or telephone (Email Address: vking251@earthlink.net, Office Telephone: 203-837-8641, Home Telephone: 203-426-5983). Both telephone numbers are local calls from Danbury.

SUBMIT PACKET TO DR. KING ON OR BEFORE SEPTEMBER 2, 2014.

NOTE: DO NOT ATTEMPT TO INITIATE CONTACTS WITH POTENTIAL COOPERATING TEACHERS OR SCHOOLS YOURSELF. EACH REQUEST FOR PLACEMENT MUST BE SENT BY THE WCSU STUDENT TEACHER COORDINATOR TO THE DISTRICT FACILITATOR IN A SPECIFIC TOWN.

ELEMENTARY EDUCATION STUDENT TEACHING ASSIGNMENT REQUEST
Placement Period: Spring, 2015
Student Information

Student's Name: _____

Home Address: _____

Home Telephone #: _____

Campus or Local Address: _____

Campus Telephone #: _____

Email Address: _____ **Cell #:** _____

Preferred School District(s): _____

Specific School Requested (if there is one): _____

Specific Grade Level Requested (if there is one): _____

Cooperating Teacher Requested (if there is one): _____

Grade Level Requested (if there is one): _____

**WESTERN CONNECTICUT STATE UNIVERSITY
DANBURY, CONNECTICUT
EDUCATION DEPARTMENT**

Student Teaching Placement Data Form – Page 1

Last Name	First Name	Middle Initial
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Home Address: _____

Home Telephone #: _____

Campus or Local Address: _____

Campus Telephone #: _____

Email Address: _____ Cell #: _____

Description of Experiences with Students or Young People

Include all experiences that you have had that relate to teaching through your courses
Also describe volunteer work with students that you might have had through coaching, scouting,
camp counseling, etc.).

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Student Teaching Placement Data Form – Page 2

Current Degrees Held: _____

Other Colleges Attended: _____

Arts and Sciences Major: _____

Extra Curricular Activities: _____

Community Activities: _____

Hobbies: _____

Special Abilities/Talents (music, art, sports, writing, etc.): _____

Work Experience(s): _____

Travel: _____

Miscellaneous: _____

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Student Teaching Placement Data Form – Page 3

Why I Want to Be an Educator

The Student Teaching Process

(Excerpt from “Student Teaching at WestConn: Handbook for Student Teachers, Cooperating Teachers, and University Supervisors)

Placement of Student Teachers

The Coordinator of Student Teaching is responsible for placing each student teacher with a cooperating teacher in a Connecticut public school. Students may not seek their own placements; it is unacceptable for students to approach teachers and/or school administrators to seek placements. The Coordinator of Student Teaching works with district personnel in area school districts in order to arrange placements for student teachers.

Students may not student teach in school districts in which they work or have worked, and they may not be paid for student teaching. In addition, students may not have “conflicts of interest” and must recognize that confidentiality issues can arise if student teaching is done in a school attended by children of friends or relatives. Therefore, student teachers must advise the student teacher placement coordinator if they have personal or professional relationships with anyone – staff member or student – associated with a school in which placement is being considered.

The Coordinator of Student Teaching seeks input from the student and elementary, secondary, health, and music education advisors pertaining to possible student teaching sites. If a student has had previous contact with a teacher through volunteer work in a school or during the Professional Development Semester (PDS) experience and believes that the teacher is willing to accept him/her as a student teacher, he or she may notify the Coordinator of Student Teacher Placements who in turn suggests this placement to the district BEST facilitator (i.e. the person in the school district designated to work with universities to make student teaching placements) that he/she might consider contacting that cooperating teacher regarding a placement.

The steps in student teacher placement are:

1. The Coordinator of Student Teachers distributes applications for student teaching to potential student teachers at the beginning of the semester prior to the semester in which student teaching is to take place.
2. The candidate completes the application which consists of:
 - a student information sheet that provides personal data (name, contact information, student teaching location requests).
 - an essay
 - a list of previous experiences with students
 - either a transcript or a profile of the student’s academic record.

3. The Coordinator of Student Teacher Placements assembles a packet of information that includes the student teacher's application and sends it to a district BEST facilitator to determine potential placement opportunities. The district BEST facilitator then contacts appropriate principals who, in turn, consult with BEST trained teachers to explore placement opportunities. **Note: Candidates for student teaching may not contact either district or school personnel to seek placements. The placement process is managed by the Coordinator of Student Teacher Placements and Team facilitators in school districts.**

4. The Coordinator of Student Teacher Placements notifies the student teaching candidate of the name, location, and telephone number of a potential cooperating teacher who has agreed to interview him/her for a student teaching placement.

5. The candidate contacts the potential cooperating teacher to set up an appointment for an interview. Suggestions for Candidates: Consult the school district's website to learn about the school before the interview. Dress appropriately (in professional attire) for the interview.

6. After the interview, the cooperating teacher and principal decide on whether or not to accept the candidate. The principal then contacts the district facilitator who reports back to the coordinator of student teachers.

7. The Coordinator of Student Teacher Placements contacts the candidate regarding the disposition of the placement.

8. If the cooperating teacher does not accept the student teacher for field placement, the process begins again from step 3.

Note: If a student is rejected by three cooperating teachers with whom he or she has interviewed, the university reserves the right to delay placement until the following semester.