



HOFSTRA UNIVERSITY®

SCHOOL OF EDUCATION
OFFICE OF FIELD PLACEMENT
Hagedorn Hall 240



STUDENT TEACHING APPLICATION HANDBOOK

OFFICE OF FIELD PLACEMENT
119 HOFSTRA UNIVERSITY
240 HAGEDORN HALL
HEMPSTEAD, NEW YORK 11549

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CONTENTS

SECTION I - ELIGIBILITY

General Eligibility Requirements	1-2
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SECTION II – DEADLINES & SUBMISSIONS

Application Deadlines/Dates	3
Application Submissions	3

SECTION III – APPLICATION COMPONENTS

Student Teaching Application Components	4
Additional Application Components	4

SECTION IV –STUDENT TEACHING POLICIES

Student Teaching Policies & Practices	5-6
Policy of Requests and Placements	6-8

SECTION V - COURSES

Guide to Student Teaching Courses	9
• Undergraduate	9-10
• Graduate	10-11
• Graduate Special Education	11

SECTION VI –APPENDIX/FORMS

Suggested Resume Format	12
• Sample Resume	13
Student Teaching Checklist	14
Application for Student Teaching	15

SECTION I

GENERAL ELIGIBILITY REQUIREMENTS

1. ACCEPTANCE INTO THE SCHOOL OF EDUCATION:

This applies to ALL prospective student teachers.

2. MATRICULATION OF GRADUATE STUDENTS:

A graduate student must be matriculated to be eligible for student teaching.

3. HEALTH RECORDS:

ALL student teachers must have up-to-date health records on file at the Hofstra University Health Office, **including current immunization records for measles, mumps and rubella, as well as a screening for tuberculosis.** This medical information must be on file by January 1st for spring semester student teaching and by August 1st for fall semester student teaching. **Proof of tuberculosis clearance must be within one year prior to your student teaching semester.** This medical information must be on file by January 1st for spring semester student teaching and by August 1st for fall semester student teaching.

4. NEW YORK STATE CERTIFICATION EXAMINATIONS:

Hofstra's School of Education **recommends** that all candidates for student teaching take Certification Examinations **PRIOR TO STUDENT TEACHING.**

Candidates are required to pass the Teacher Performance Assessment (edTPA), Educating All Students Test (EAS) and Content Specialty Test(s) (CST). Candidates who already hold an initial teaching certificate and want to apply for additional teaching certificates will only be required to take the Content Specialty Tests in that certification area.

For FAQs on the exams, please visit:

<http://www.highered.nysed.gov/tcert/>

To register for certification exams, go to: <http://nystce.nesinc.com>

5. STUDENT TEACHING PREREQUISITES:

Please refer to the Hofstra Bulletin (online) for specific information on program requirements and prerequisites for Student Teaching.

Students will qualify for admission to Student Teaching when they have satisfied the completion of the prerequisite courses as listed in the Hofstra University Bulletin. As a prerequisite to student teaching, there is a **minimum grade point average requirement** of 3.0 for undergraduate students and 3.0 for graduate students, overall and in education courses (with no D's or INC grades in education courses). Please refer to the Hofstra University General Bulletin (online) for your specific program requirements.

6. WORKING TEACHERS:

If you are a graduate student, and are the full time "teacher of record" in your proposed certification area, you may be eligible to be supervised as a working teacher. Please request a *Supervised Working Teacher Application* in the Office of Field Placement, 230 Hagedorn Hall.

7. FINGERPRINT CLEARANCE:

Effective July 1, 2001, Chapter 180 of the Laws of 2000 requires the Commissioner of Education and the New York State Department of Education to request a fingerprint supported criminal history background check for applicants for New York State teaching certifications. In addition, school districts, and other educational institutions throughout the New York metropolitan area require fingerprint clearance as a prerequisite to placement.

SECTION II

DEADLINES & SUBMISSIONS

1. APPLICATION DEADLINES:

Applications for Summer ---- semester for working teachers are due March 1st, ----

Applications for Fall ----- semester are due March 1st, ----

Applications for Spring ----- semester are due October 1st, ----

2. ALL DOCUMENTS MUST BE DIGITAL

Requests for applications can be emailed to JoanneMaselli@hofstra.edu

Submit each form as a .pdf

Attach all documents to one e-mail

Email to JoanneMaselli@hofstra.edu

You will be sent an acknowledgment when application is received

SECTION III

STUDENT TEACHING APPLICATION COMPONENTS

1. APPLICATION FORM:

Complete form and submit with all components by March 1st, 2023 for Working Teachers Summer & Fall 2023, or by October 1st, 2023 for Spring 2024 Semester.

2. CURRENT HOFSTRA TRANSCRIPT:

Submit an unofficial copy of your transcript printed from the Hofstra portal as a part of your Student Teaching Application. As a prerequisite to student teaching, there is a minimum grade point average requirement of 3.0 for undergraduate and graduate students, overall and in education courses (with no D's or INC grades in education courses). In addition, some programs require a minimum G.P.A. in the certification area and/or in liberal arts. Please refer to the Hofstra University General Bulletin (online) for your specific program requirements.

3. DEGREEWORKS

A Degree Works printout signed and dated by your advisory must be submitted as part of your student teaching application. This is a list of all courses in your program leading to your degree. Your advisor may scan a signed copy of a signed Degree Works printout to you for submission as a part of your Student Teaching Application.

4. RESUME:

Please utilize the format provided in the rear of this packet. Submit one typed copy. **ONE PAGE ONLY.** This resume will be sent to school districts along with our request for your placement.

ADDITIONAL APPLICATION COMPONENTS

FOREIGN LANGUAGE STUDENTS ONLY:

Students in the foreign language program must pass the Language Proficiency Examination prior to student teaching. *Documentation of examination must be included with the application.*

The Office of Field Placement will only process complete applications. All completed parts of the application must be e-mailed as .pdf documents to:

JoanneMaselli@hofstra.edu

SECTION IV

STUDENT TEACHING POLICIES AND PRACTICES

Student teaching is a period of guided professional development, when you assume increasing responsibility for all of the activities involved in actual classroom teaching. It is an opportunity for you to integrate and apply, in a field-based setting, the knowledge, attitudes and skills acquired during your professional preparation at Hofstra.

As a student teacher you will be under the immediate supervision of skilled cooperating teachers and the general supervision of the school principal. The University supervisor links the student teacher, the school, and the University. The University supervisor provides assistance to you and works closely with school personnel in planning and evaluating your field experience. The University supervisor also facilitates your analysis of your own teaching and, in consultation with other appropriate school personnel, helps you summarize your current competencies and clarify your goals for continued professional growth.

Student teachers are expected to behave in an ethical and professional manner according to the guidelines for student conduct and academic honesty at Hofstra University and to the professional standards identified in their respective programs in the School of Education. Satisfactory interpersonal behavior and professional performance in classes and meetings, student teaching, internships, and practica are expected. If a report is received concerning an ethics violation, or an incident of inappropriate behavior as defined by the Student Judicial Code occurs, established University procedures will be followed to investigate the issue and determine the course of action.

It is our policy that if a student is dismissed from two schools before and/or during the student teaching semester, that student will be counseled out of the teacher education program and will not be recommended for certification by Hofstra University.

It should also be noted that student teachers develop professional competence at different rates and, for some student teachers, it may be necessary to extend the duration of the field experience. Extensions will be determined by the Associate Dean for External Relations and Field Placement in collaboration with the University Supervisor, the cooperating teacher, and the student teacher.

Field Placement Policies

Policy on Non-Placement in Student's Home School District

It is the School of Education's policy not to place student teachers or participant-observers in their home school districts. The reasons are as follows:

1. The Hofstra student is very familiar with the schools and community in the home district. Our program is intended to broaden their experiences and perspectives.

2. There are issues of confidentiality. The Hofstra student could have a neighbor's child in class.
3. When there is a placement problem, and we move a student to another placement, the student is often reluctant to "make waves," and wants to remain in an unacceptable setting. Such a request cannot be honored. This can result in discomfort and can leave bad feelings in the school.
4. It is difficult for the Hofstra student to make a transition from student to professional status, when viewed by the school faculty as a former student in the school.
5. Staff who may know the Hofstra student often have difficulty offering objective evaluations.
6. Teachers have expressed discomfort having residents in the faculty room, where they have informal conversations about students, parents, and community members.

POLICY ON REQUESTS FOR PLACEMENT OF STUDENT TEACHERS OR PARTICIPANT-OBSERVERS

When school districts make requests for particular student teachers, those requests will be only honored under the following conditions:

1. The student has already completed fieldwork in a wide variety of settings, including a high needs school, as defined by New York State.
2. The request is not based on any personal relationships that the Hofstra student (or his/her family or friends) may have in the school district with central office personnel, school administrators, teachers, or parents. Such relationships can compromise objective evaluation of the Hofstra student's work, and create inequities among students in the program.
3. The request must be made in writing to the Associate Dean for External Relations and Field Placement, on district or school letterhead, and submitted prior to completion of the placement process elsewhere. If another school district has already accepted the Hofstra student and is arranging his/her assignment, the original placement will be honored.

1. ASSIGNMENTS:

All assignments for student teaching are arranged by the Office of Field Placement. We make every effort to accommodate your needs; however, a student teacher will not be placed in a school district in which s/he lives or has attended. It is the policy of the School of Education to place students in a variety of districts, including a "high-needs" school, as defined and required by New York State.

Students are asked not to contact schools until notified to do so by the Office of Field Placement. Credit is given only for student teaching assigned by the University through the Office of Field Placement and supervised by University faculty.

2. CALENDAR:

During student teaching, students are expected to be present in their field placements whenever school is in session in their assigned districts. Likewise, students are expected to attend classes at Hofstra whenever the University is in session.

STUDENT TEACHING MAY BE EXTENDED FOR STUDENTS WHO NEED ADDITIONAL TIME TO MEET THE STANDARDS OF THE PROGRAM.

3. TRANSPORTATION:

Transportation to assigned schools and to scheduled student teaching seminars is the sole responsibility of the student teacher.

4. WORK:

It is recommended strongly that a student not engage in employment which might interfere with carrying out the full responsibilities of student teaching. Similarly, student teachers are advised to minimize course work concurrent with student teaching.

5. WITHDRAWALS:

Withdrawals from student teaching must be completed by the student teacher in accordance with University regulations, including notification of this change in status to the Office of Academic Records. Additionally, notification of withdrawal must be submitted in writing to the Office of Field Placement.

6. SEMINARS:

Students must attend seminars with their supervisors each week during their placements. These seminar meetings are sharing times on subjects such as pedagogy, classroom management and discipline, resumes, job interviews, certification requirements, etc.

7. SPECIAL NEW YORK STATE MANDATED SEMINARS:

Students in school-based programs are required to attend and complete all six (6) of the following seminars:

- Prevention of Alcohol, Tobacco and Drug Abuse
- Identification of Child Abuse and Maltreatment
- Fire/Arson Prevention
- Highway and School Safety and Prevention of Child Abduction
- School Violence Prevention and Intervention
- Dignity for All Students Act (DASA)

Proof of completing these seminars must be verified prior to the conferral of the degree. Hofstra students can register for these seminars through the Hofstra portal, or by contacting:

School of Education, Dean's Office
240 Hagedorn Hall
516.463.5747

8. REGISTRATION:

Students must observe all registration procedures designated by Hofstra University, Office of Financial and Academic Records.

9. STUDENT TEACHING GUIDE:

The Office of Field Placement will provide each student with a copy of *Student Teaching Handbook*.

10. REQUESTS FOR CHANGE OF PLACEMENT OR CHANGE OF SUPERVISOR:

A request for a change of placement or change of supervisor may be initiated by the student teacher, the University supervisor, other University faculty members, or a cooperating teacher or administrator in the local school. The Assistant Dean for External Relations will review the request with all parties involved and facilitate changes when needed. A good faith effort to work out any placement difficulties will be made before any changes in placement are made.

SECTION V

GUIDE TO STUDENT TEACHING COURSES

(This guide is provided for your reference in identifying the course number in your program. You must fill in the appropriate course number on your application form.)

UNDERGRADUATE STUDENT TEACHERS

Elementary Education, gr. 1-6	ELED 121A + co requisite course
Early Childhood, B - gr.2	ELED 137 + co requisite course
Dual Early Childhood & Elementary Education B – gr. 6	ELED 137A + co-requisite course
Secondary Education, gr. 7-12	SED 179 + co-requisite course
Art, Dance and Music Education, gr. PreK-12	CT 179 + co-requisite course
Health Education, gr. PreK-12	HPFS 130 A/B
Physical Education, gr. PreK-12	PESP 130 A/B

GRADUATE STUDENT TEACHERS

Elementary Education, gr. 1-6	ELED 221 + co-requisite course
Early Childhood, B – gr. 2	ELED 261 + co-requisite course
Dual Early Childhood & Elementary Education B – gr. 2	ELED 261A + co-requisite course
Working Teachers in Childhood or Early Childhood	ELED 222 A + ELED 222 B - summer) + co-requisite course
Secondary Education, gr. 7-12	SED 217 + co-requisite course
Working Teachers in Secondary Education (must have classes in gr. 7-9 AND 10-12)	SED 218 + co-requisite course

Art or Music Education, gr. PreK-12 Working Teachers in Art or Music (must have classes in gr. PreK-6 AND 7-12)	CT 227 + co-requisite course CT 228 + co-requisite course
Languages Other Than English & Teaching English to Speakers of Other Languages, M.S.Ed.	SED 217
Teachers of Non-English Speaking Students (TESL), PreK-12 (uncertified student teachers)	CT 269
Teachers of Non-English Speaking Students (TESL), PreK-12 (practicum for certified teachers)	CT 268
Health Education, PreK-12 (no prior teaching certification)	MHAE 230 A/B
Health Education, PreK-12 (pursuing 2nd certification)	MHAE 230 C (+ MHAE 263 C may also be required- See Advisor.)
Physical Education, PreK-12	MSPE 272 A/B
Dual Physical Education/Health	MSPE 272 A/B & HED 272 A/B
Working Teachers in Physical Education (uncertified)	MSPE 273
Working Teachers in Physical Education (pursuing 2nd certification)	MSPE 274
Teachers of Students with Speech- Language Disabilities	See Department Advisor

GRADUATE STUDENT TEACHERS IN SPECIAL EDUCATION PROGRAMS

Inclusive Early Childhood Special Ed, Inclusive Elementary Special Ed	SPED 219 G/S
Working Teachers in Inclusive Early Childhood or Elementary Special Education	SPED 219 C (Can replace SPED 219 G or SPED 219 S, with department approval)

Working Teachers in Inclusive Special Ed	SPED 223 C
Inclusive Secondary Special Ed	SPED 223 G/S
Secondary Special Education	(Can replace SPED 223 G or SPED 219 S, with department approval)
Special Ed Generalist	SPED 295
Special Education, with specialization in Early Childhood, Childhood, or Secondary Ed	SPED 237
Working, certified teachers pursuing, certification in Special Education	SPED 237 A (summer) Provide a letter from your principal, detailing your teaching assignments during the academic year. Submit that to the Special Education Program Director, with your written request to student teach in the summer.

UNDERGRADUATE/GRADUATE STUDENT TEACHERS IN 5 YEAR PROGRAMS

BS Early Childhood/Childhood Education & MSED or MA	ELED 141A + co-requisite course ELED 141B + co-requisite course ELED 141C + co-requisite course ELED 138A + co-requisite course
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SECTION VI – APPENDIX/FORMS

SUGGESTED FORMAT FOR YOUR RESUME

YOUR FULL NAME

E-mail Address (professional language)

(Area Code) Telephone Number - note home or cell phone

Campus or Local Address:

Permanent Address:

EDUCATION:

List all colleges attended, city, state
Grade point average

Dates (from present
to earliest attended)

RELATED EXPERIENCE:

Volunteer and paid positions that involve work with
children or adolescents. You can include your
participant-observation in schools.

Dates (from present
to earliest)

OTHER EXPERIENCE:

Volunteer or paid positions unrelated to work with
children or adolescents.

Dates (from present
to earliest)

ACTIVITIES:

Clubs
Extra curricular activities

Dates (from present
to earliest)

SKILLS:

Computer skills
Special talents and hobbies

Limit your resume to one page

SAMPLE RESUME FORMAT

Campus Address:
123 Netherlands
Hempstead, NY 11549

SUSAN B. ANTHONY
sba@pride.hofstra.edu
(516) 932-0000

Permanent Address:
22 Main St.
Greenwich, CT 11111

EDUCATION:

Hofstra University, Hempstead, NY
Bachelor of Arts, Elementary Education & Psychology
GPA: 3.5

anticipated 5/19

Nassau Community College, Garden City, NY
Associate of Arts, Psychology
GPA: 3.8

5/05

RELATED EXPERIENCE:

Private Tutor, various students - *Second - Fourth Grades*

Summer 2016 – present

- Tutor students in English and mathematics and help with organizational skills

Band Facilitator

2017 – present

Youth Leader

2016 – present

ABC Church, Hempstead, NY

Participant Observer

Fall 2018

Seatingtown Elementary School, Herricks, NY
Grade 3

- Utilized KWL chart to teach interdisciplinary lesson on snails, which encouraged research and observation
- Facilitated cooperative learning activity as part of comprehensive unit on division
- Worked with guided reading groups

Participant Observer

Fall 2017-Spring 2015

Kindergarten - Seaford Manor School, Seaford, NY
Sixth Grade - Mandalay Elementary School, Wantagh, NY

Water Safety Instructor & Lifeguard

Summers 2017-2015

Town of Hempstead, WaterBabies, Marriott Hotel, Long Island, NY

- Instruct youth and adults on basic and advanced swimming skills
- Oversee pools and ensure patron safety

OTHER EXPERIENCE:

Waitress

2016-present

Butera's Restaurant, Massapequa, NY

- Provide excellent customer service
- Substitute for Assistant Manager when needed

ACTIVITIES:

- Delta Phi Epsilon National Sorority: Vice-President (Fall 2008)
- Hofstra Interfaith Center
- American Association for the Child's Right to Play - Member

SKILLS:

- Microsoft Word, Excel and PowerPoint, Kidspiration, Adobe Photoshop, Internet
- Digital Photography
- CPR for the Professional Rescuer, First Aid Basics, AED Essentials, and Water Safety Instruction

OFFICE OF FIELD PLACEMENT
STUDENT TEACHING CHECKLIST

REQUIRED

COMPLETED

- | | | |
|-----------|--|--------------------------|
| 1. | Met with my Program Advisor/Director
<i>Must include a SIGNED plan of study and/or DegreeWorks.</i> | <input type="checkbox"/> |
| 2. | Completed Fingerprinting Process
<i>Must include a proof of Fingerprinting with Application.</i> | <input type="checkbox"/> |
| 3. | <u>All</u> Components of the Application Completed
<i>All paperwork must be completed in full with Student ID number where required. Application will not be accepted unless all materials are enclosed.</i> | <input type="checkbox"/> |
| 4. | Make Arrangements to Complete the Six REQUIRED New York State Seminars
1- Identification of Child Abuse and Maltreatment
2- Fire and Arson Prevention
3- School Violence Prevention and Intervention
4- Prevention of Alcohol, Tobacco and Drug Use
5- Highway and School Safety/Prevention of Child Abduction
6- Dignity for All Students Act (DASA) Anti-bullying | <input type="checkbox"/> |
| 5. | All Incompletes Must be Resolved
<i>Please discuss this with your Program Adviser/Director. Must be resolved prior to the beginning of student teaching.</i> | <input type="checkbox"/> |
| 6. | MASTERS and ADV CERT students only
All undergraduate/ <u>prerequisite</u> coursework completed
(Please verify with program Adviser/Director) | <input type="checkbox"/> |
| 7. | Obtain a Current Transcript
<i>Your Un-Official Transcript MUST be submitted with your application.</i> | <input type="checkbox"/> |
| 8. | Updated Resumé
<i>[Please refer to the Student Teaching Handbook for appropriate format.]</i> | <input type="checkbox"/> |

STUDENT SIGNATURE: _____

This sheet must be returned with all of the above materials and your student teaching application

HOFSTRA UNIVERSITY

School of Education



APPLICATION FOR STUDENT TEACHING
School of Education

(ALL information must be completed legibly in order to process your application)

Year/Semester Applying For _____ ID# _____ DOB _____

Name _____
Last First Middle

Mailing _____
Address No. and Street City State Zip Code

E-mail Address: (Personal) _____ (Hofstra) _____

Home Telephone #: _____ Cell Telephone #: _____

Work Telephone # (if employed): _____

Certification Area Seeking: _____

Other New York State Certifications Held: _____

Student teaching course # in which you will be enrolled: _____

(Refer to the "GUIDE TO STUDENT TEACHING COURSES" in the Student Teaching Application.)

Overall cumulative grade point average: _____

Grade point average in education courses: _____

Grade point average in all liberal arts courses:
(without Education courses - UNDERGRADS ONLY): _____

Grade point average in certification area (without Education courses):
SED STUDENTS ONLY: _____

Courses(s) in which you are CURRENTLY enrolled: _____

Courses(s) in which you will be enrolled in January or summer: _____

Courses(s) in which you will be enrolled during your student teaching semester: _____

Have you been fingerprinted through MorphoTrust? Yes No

School District from which you graduated: _____

School District in which you currently reside: _____

Special needs or requests (e.g., no transportation): _____