

Technology Education – Student Teaching FAQs

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What is student teaching and what are my responsibilities as a student teacher?

The student teaching experience has been carefully designed to be as realistic and as intensive as actual teaching. It is defined as a “full time, supervised, uncompensated experience.” You will have two student teaching placements each lasting 7 weeks over the course of one semester. As a student teacher, you will follow your host school’s calendar and not that of SUNY Oswego.

During student teaching you will demonstrate the skills and knowledge you have acquired through your education classes and previous field experiences. Student teachers are also expected to participate in any required staff development including but not limited to Superintendent's Conferences and faculty/department meetings. Student teachers are encouraged to participate in afterschool activities, school functions, etc.

You will be supervised in your classroom by a certified and experienced cooperating teacher. Supervision from SUNY Oswego is provided by professionals who have been successful classroom teachers/administrators.

Assignments include but are not limited to lesson planning and adaptation, effective classroom management techniques, effective communication skills, strategies for working with special needs students, and use of developmental and content reading and writing strategies as part of the integration of language arts processes.

What are my responsibilities prior to applying to student teach?

Know your academic and registration status! Make an appointment with your academic advisor to make sure you are ready for student teaching. Be sure all eligibility requirements have been met. When it is time to register for student teaching, make sure you are able to register by ensuring there are no holds on your account.

How and when do I apply to student teach?

One semester prior to student teaching, you will be given a student teaching application packet from the Assistant Field Placement Coordinator during your Methods of Teaching Technology Education course. You will be given direction and support in completing the student teaching documents and online application. All documents must be submitted on or before your individual appointment with the coordinator in two weeks. Near the end of that semester, you will register for two sections of student teaching for the following semester through the usual registration system.

What information do I need to communicate to the Field Placement Office?

Any changes in your contact information, such as to your name, address, phone number, or e-mail address need to be communicated to the FPO. Also, keep us up-to-date on any changes to your program or your academic status. Please notify the FPO about any changes immediately, either by e-mail (fpoffice@oswego.edu) or by phone (312-3098).

Will I need transportation?

SUNY Oswego does not provide transportation, so candidates should arrange in advance for reliable transportation and/or to live in the community in which you are assigned. Candidates are responsible for their own reliable transportation to and from field placements. Travel times are generally within 90 minutes and may be as far as 70 miles.

How can I find transportation if I do not have a car?

Options candidates have for transportation if you do not have a car are:

- Renting a [zipcar](#) from the school
- Taking a bus via [Centro Bus Service](#)
- Send an email to the field placement office at fpoffice@oswego.edu to obtain contact information for other candidates who will be placed in the same area as you

I have a disability. How do I request special accommodations?

You will need to contact the Disability Services Office; the FPO will arrange for accommodations for you based on their determination of needs. The Disability Services Office is located in 155 Marano Campus Center, phone: (315) 312-3358 or email dss@oswego.edu.

What do I need to keep in mind while preparing my application documents?

The FPO sends your application documents to many school administrators and teachers. These documents provide a “first impression” of you and give your prospective cooperating teacher an idea of your professionalism and potential as a teacher. In addition, some schools will not accept a student teacher if any errors are found in their application documents. Therefore, it is in your best interest to prepare neat, well-organized application documents that clearly present your experiences and accomplishments as a candidate, as well as your ideas about teaching. Errors on any of your application documents seriously detract from what may otherwise be a strong application; we have actually had some applications rejected and returned to our office with mistakes circled by the individuals who reviewed them! Ask someone who is good in grammar, spelling, and punctuation to proofread your application documents prior to submission so you are assured of making a good impression on prospective cooperating teachers! Be sure to visit Career Services in the Compass or use Optimal Resume for assistance in writing/ reviewing your resume and cover letter.

It is also essential to keep in mind that in the world of technology today your potential cooperating teacher has the ability to search for you on any social media. Please be certain that if a prospective cooperating teacher is to search for you, they will only find evidence of what a professional candidate you would be in his or her classroom. It is a good idea to have someone you know search for you who is not an accepted friend on social media and make sure what they can see is an appropriate demonstration of who you are as a candidate.

What can I do to improve my chances of my application being in the first round that are sent to schools in request of placements?

Take great care in preparing your application materials and make sure everything is error free in grammar, spelling, and form. Know application due dates and turn materials in by the due date. (Procedural penalties will be placed on all late applications). Reply promptly to any phone calls or e-mails from our office as a delay in responding may jeopardize your placements.

Am I guaranteed student teaching placement(s) during the semester for which I applied?

Yes, if you are eligible to student teach, you will be guaranteed a placement. If your application packet is late, the Field Placement Office guarantee a placement for the semester you are applying. Be sure to get application documents in on time! Final decisions for eligibility, appropriateness, and preparedness for placement rests in the professional judgment of the faculty and staff in the candidate’s department who review candidates for eligibility for placement.

Can I arrange my own student teaching placements?

The Field Placement Office is responsible for making all experiential placements for teacher candidates. The FPO works hard to maintain excellent relationships with our cooperating schools; we abide by their placement procedures and comply with all school policies. Therefore, candidates must refrain from seeking their own placement; sometimes candidates can delay placement for everyone when they make an informal request for their own placement. Therefore, all field experience assignments must be arranged through the Field Placement Office.

Where will I be placed?

Dependent upon the department you are in, the areas available for student teaching may vary. We place our student teachers only in areas where we have established relationships with cooperating schools and have experienced, trained college supervisors available. We cannot provide college supervision outside of the areas listed below and therefore, can place student teachers ONLY in the areas listed.

While you cannot chose the specific school or district in which to complete your student teaching, you will be able to specify a first and second choice of area for your placements.

The following is a list of areas in which you may student teach along with a general outline of schools that make up that area:

Abroad: Includes Australia and New Zealand. Candidates work with both International Education and the Field Placement Office to do their student teaching abroad.

Albany Area: Includes City School District of Albany and/or a surrounding school district of SUNY Oswego's choice.

North Country: Includes Watertown and/or a surrounding school district of SUNY Oswego's choice.

NYC: Includes schools in the Bronx and Manhattan. **Note: You must complete a NYC application form.**

Oswego/Syracuse Area: Includes districts from Oswego to Sandy Creek to Syracuse to Auburn to Newark to Sodus, as well as those within this broad border.

Rochester Area: Includes Rochester City School District and/or a surrounding school district of SUNY Oswego's choice.

Syracuse City: Schools within the Syracuse City School District.

Utica Area: Includes Utica City School District and/or a surrounding school district of SUNY Oswego's choice.

*Candidates must fill out a separate NYC application. Further directions and a link to the NYC application will be provided in your Tk20 application.

**Candidates must work through the International Education Office to student teach abroad. Further directions and links to necessary materials will be provided in your Tk20 application.

Can I student teach in a different area than those listed?

We place our student teachers only in areas where we have established relationships with cooperating schools and have experienced, trained college supervisors available.

Can I change the area where I wish to student teach?

You will need to submit a request in writing to change your area of preference for any pending placement. Except in extreme circumstances, placements that have been confirmed prior to your appeal cannot be changed.

Can I change my placement?

The Field Placement Office works very hard to maintain and improve relations with our local schools so we can continue to find enough placements for everyone. When a school and cooperating teacher agree to host a student teacher, we do not like to disappoint them; therefore, you cannot change your placement.

How and when will I be notified of my student teaching placement information?

The Field Placement Office will notify you of your placement via Tk20. Placements that are confirmed within 1-3 days prior to your start date will also be sent by email or phone call.

Is there anything I can do to speed up the placement process?

There is really nothing you can do to speed up the placement process. We are in constant contact with our cooperating schools and are working diligently to finalize placements. Therefore, we ask that you be patient and wait until our office can complete your arrangements for you.

I know several other people already have their placement information but I am still waiting for mine. What should I do?

Please be patient. Securing a placement is usually a complicated undertaking! The FPO works with a great number of candidates, teachers, and school administrators. Additionally, no school or teacher is required to take a student teacher, so we ask you to be patient while we work to complete your placement. If you e-mail (fpoffice@oswego.edu) or stop by our office (175 Wilber Hall) to ask about your status, please give us your name, your program and concentration information so we can respond to you appropriately.

What should I do if I am called by a school for an interview?

It is becoming more and more common for teachers and/or principals to request a student teacher to interview prior to accepting them for student teaching. If you are called for an interview, respond promptly to the request and treat the student teaching interview with the same professionalism that you would a formal job interview.

Is it ok to work part time and/or take college classes while I'm student teaching?

Student teaching requires a full-time commitment on the part of the candidate, so normally no other courses are taken during this period of time. In addition, student teachers are discouraged from holding part-time, evening and weekend jobs, as these added demands will cut into time that should be spent planning and preparing lessons and materials, and will diminish opportunities for involvement in after-school meetings and extra-curricular activities.

If I decide to defer student teaching for a semester, what do I need to do?

If you decide to defer student teaching for a semester, please notify the FPO in writing immediately. You will then need to reapply for student teaching for your chosen semester by completing a new card and submitting updated application documents to the FPO.

What documentation do I need to keep?

Keep a copy of all your completed student teaching application documents on file at home. Also, save e-mails and other messages from the FPO for future reference. You should also keep a copy of any communications between you and any school/staff members.

What should I do if I am sick or have an emergency?

You are required to attend student teaching every day but in the event of absence or tardiness due to illness or other unavoidable emergency you must:

- Call your college supervisor, cooperating teacher and the school office as soon as possible but no later than one hour before school starts on the day of the absence.
- Arrange delivery to your cooperating teacher all materials that are necessary for instruction on the day of the absence.
- Follow school district policies for reporting and documenting teacher tardiness or absence to the school officials.