Student Teaching Procedures and Policies for the Student Teaching Candidate

Placement Information

Placement of candidates for student teaching is a collaborative effort between the Field Placement Office, university instructors and the appropriate officials designated by each school system. Placement request involving public school and/or private settings are made through the Field Placement Office. Building principals and/or designated officials have the final word in selecting teachers who meet the qualifications for serving as cooperating teachers. In addition, principals and/or designated officials have the final word in approving a student teaching placement request. In some cases, schools will not approve a placement until they have met and interviewed with the potential student teacher. In the event that you are asked to interview, you will be notified, by the Field Placement Office or the requested school, and given information to schedule a meeting. It will be your responsibility to follow through with scheduling the interview.

Once your placement(s) have been confirmed, you should arrange a time to visit the school to meet with your cooperating teacher(s) and the principal. You are asked to contact your cooperating teacher(s) within at least ten days of receipt of your placement notification. Failure to make contact with the school in a timely manner will result in a denial of your student teaching placement. If your placement is cancelled, by the school and/or by the Field Placement Office, because you did not make contact with your cooperating teacher, a new placement will not be arranged until the following semester.

Transportation

Candidates are required to arrange, in advance, for reliable transportation and/or to live in the community in which they are assigned. Commuting time may be as long as 60 miles, one-way, for some placements, so please plan accordingly. Please be advised that all placements are final and will not be changed.

A candidate, who refuses an assigned placement, will forfeit his/her student teaching placement. Therefore, a new placement will not be arranged until the following semester. Please refer to the School of Education Policy Handbook, section titled “Teacher Education Field Placement Policies”.

Absences and Holidays

The student teacher should, if at all possible, not be absent from student teaching. However, should circumstances require an absence, the student teacher must notify the cooperating teacher and the university supervisor as far in advance as possible. Please refer to the Student Teaching Handbook for more specific details.

The student teacher will observe the same holiday schedule as the school district in which he/she is student teaching, not the University calendar or holiday schedule.

Coursework While Student Teaching

Student teaching is extremely time consuming and requires a great deal of effort. Students are strongly discouraged to enroll in courses other than EDU 430/530.

Employment While Student Teaching

Student teaching must take priority over any outside activities. Candidates unable to make this commitment should seriously consider postponing student teaching to a later time. Working during student teaching is not advisable; however, because of rising cost of a college education, there is no regulation prohibiting
employment. Nevertheless, in the event that the supervisor and cooperating teacher feel that such employment is a hindrance to the student teacher’s effective performance, the student may be asked to cease any outside activity and accept the consequences of the decision. Employment locally will not merit special consideration for a placement.

**Information on NYC and Student Teaching Abroad Experiences**

Please be sure to complete and submit the appropriate paperwork in a timely manner. It is the candidate’s responsibility to notify the Field Placement Office if he/she plans to participate in either experience.

**New York City:** If you are interested in student teaching in New York City, you must complete an additional application for student teaching in NYC. Application can be found on the Field Placement Office website. You may student teach in NYC for one or both quarters. For information on housing and transportation, contact Dr. Pat Russo, 315.312.2632 or email prusso1@oswego.edu

**Study Abroad:** If you are interested in student teaching abroad, you must complete an additional application for student teaching abroad. You must ask for this additional application from the Field Placement Office, 175 Wilber Hall, and you must contact the International Education Office. Their office may be reached at 315.312.2118 or by email interd@oswego.edu. You will have one placement abroad and one placement in the preferred choice area that you indicated on your student teaching card. The dates of your placements depend on the schedule of the school system in the cooperating country. The Advisement Coordinator and the Director of the Field Placement Office must each sign off on all Study Abroad applications prior to their submission.

**Other Important Information**

The Teacher Education Field Placement Policies as set forth by SUNY Oswego’s School of Education are the principles that the Field Placement Office adheres to in consideration of all field placements. Students may refer to the Field Placement Office web site and follow the link to “Field Placement Policies” on the Field Experience Page for more detailed information.

Please note that student teachers are not placed in school settings that they have worked in; attended as students; or where friends or relatives are employed, in order to minimize role confusion and conflict of-interest issues that can undermine professional growth, performance, and evaluation.

Please notify the Field Placement Office immediately at fpoffice@oswego.edu, if your student teaching status is to change. If for any reason you need to withdraw from student teaching, you will need to submit a new student teaching application for the semester you plan to student teach. Please also notify the Field Placement Office immediately if changes occur for you, including but not limited to, health, transportation, mailing address, phone number, etc.