



Division of Education – Office of Clinical Experiences and Field Placement

## SEYS English Student Teaching Spring 2023 FAQs

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## **I. Student Teaching Pre-requisites**

### **1. Do I have to be fingerprinted in order to student teach?**

All student teaching candidates must have NYC DOE fingerprinting clearance. Furthermore, their record must be connected to the Queens College database in the NYC DOE Personnel Eligibility Tracking System (PETS) to ensure the Field Placement Office is able to verify your clearance.

Information regarding QC fingerprinting policy and procedure can be found at [www.tinyurl.com/qcsoefingerprints](http://www.tinyurl.com/qcsoefingerprints)

### **2. Besides fingerprinting, what other requirements must I fulfill before student teaching?**

All candidates must:

- Successfully complete all pre-requisite SEYS courses.
- Fill out a placement survey. This survey will be sent by the Field Office via QC email.
- Make sure there are no holds on your CUNYfirst record.

## **II. Student Teaching Placement**

### **1. When will we find out about our placements?**

Spring placements are sent out in mid-January. Placement information is emailed to your QC email address.

### **2. How are placements determined?**

The address listed on your placement survey is used as one of the determining variables when placing candidates.

### **3. Will I be able to choose my school?**

Unfortunately, we are not able to take individual requests for placement. Please refrain from contacting schools on your own as all placements are done by the Field Office.

### **4. Will I be able to request a change in my placement?**

We are not able to accommodate any requests for a change in placement.

### **5. What types of schools are used for placement?**

Generally, NYC Department of Education schools located in Queens are used. Students have the ability to complete paperwork to request a Long Island placement.

### **6. Will I need to travel a distance to my site?**

Our Field Office does try to limit one's commute as much as possible. The majority of commutes are under 40 minutes. However, depending on a number of factors, it is possible that one's commute may be up to 60 minutes.

### **7. How can I request a Long Island placement?**

Students will receive emailed information from the Field Placement Office regarding requesting a Long Island placement. Please note, there will be strict deadlines associated with this process.

**8. I am currently a classroom teacher/working in a school. Will I be able to stay at my school site during the student teaching semester?**

If you are currently a classroom teacher/working at a school, you may be eligible to conduct your student teaching experience at your current site of employment. Students can indicate on their placement survey if they are currently employed. The Field Placement Office will follow up with those students, directly/

**III. Student Teaching Registration**

**1. How will I be registered for student teaching?**

The SEYS office registers candidates directly. The Field office does not register candidates.

**2. When will I be registered for student teaching?**

Student teaching registration for Spring 2023 will occur in mid-January. Students should check their QC emails to ensure they receive this important information.

**IV. Student Teaching Specifications**

**1. When does student teaching begin?**

The earliest Spring 2023 student teaching may begin is Monday, January 30<sup>th</sup>. Your placement may request you report on a later date.

**2. When does student teaching end?**

Spring 2023 student teaching ends on Thursday, May 11<sup>th</sup>.

**3. What are my requirements for student teaching in spring?**

Students should consult with their program director for any information regarding specific student teaching program requirements.

**4. Will I be required to be fully COVID-vaccinated to student teach in an NYCDOE school?**

Yes, you will be required to be fully vaccinated. Please be prepared to show your vaccination card upon entry.

**5. What are the expectations concerning professional comportment?**

Student teachers must comport themselves in a manner which is reflective of the high professional and ethical standards that the field necessitates. This comportment includes but is not limited to aspects concerning communication, punctuality, manner of dress, and use of cell of phones.

**V. Anthology Portfolio Requirements**

**1. Is having an Anthology account required for student teaching?**

Yes. All student teachers are required to have an active Anthology account. Candidates will be required to submit various assignments on Anthology related to their coursework and fieldwork.

**2. What coursework assignments must I complete on Anthology during the semester?**

Your professor/supervisor will inform you of the required assignment for your seminar course.

**3. Where do I input my field hours?**

Field hours will be inputted via Anthology. Candidates will be required to submit timesheets 3 times over the course of the semester.

**4. How will I know when to submit my fieldwork assignments?**

The Field Placement Office will email students with instructions and deadlines for fieldwork assignments over the course of the seminar. Candidates should ensure they are checking their QC email daily to remain informed of assignments and requirements.

## **VI. Contacting the Field Placement Team**

**1. How can I reach the Field Placement Office?**

The Field Placement office can be reached at 718-997-5546 or [seysplacement@qc.cuny.edu](mailto:seysplacement@qc.cuny.edu)

**2. Am I required to use my QC email account to communicate with the Field Placement Office?**

Yes. All communications from the Field Placement team will be emailed to a student's QC email address (qmail.cuny.edu). Furthermore, the Field Placement Office will not respond to any emails sent from a personal email address. All email communications with the Field Placement team must be done via QC email.

**3. What do I do if I cannot access my QC email account?**

Candidates experiencing issues with their QC email accounts should reach out to the Information Technology Services (ITS) helpdesk for assistance. Information on how to reach ITS can be found at <https://www.qc.cuny.edu/its/fall-2022-its-students/>