



Division of Education – Office of Clinical Experiences and Field Placement

## SEYS World Language Student Teaching Spring 2023 FAQs

<u>Section</u>	<u>Page(s)</u>
I. Student Teaching Pre-requisites.....	2
II. Student Teaching Placement.....	2-3
III. Student Teaching Registration.....	3
IV. Student Teaching Specifications.....	3
VII. Anthology Portfolio Requirements.....	3-4
VIII. Contacting the Field Placement Team.....	4

## **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.
- Make sure there are no holds on your CUNYfirst record.

## **II. Student Teaching Placement**

### **1. What does the placement process entail?**

As you will be placed by your program directly, all inquiries regarding the placement process should be addressed with your program director.

## **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 and end?**

Information regarding end/start dates and requirements for spring should be addressed with your program director.

### **2. 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.

## **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/>