



Division of Education – Office of Clinical Experiences and Field Placement

# EECE MAT B-2 Student Teaching FAQs Spring 2023

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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 EECE 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?**

Only NYC Department of Education schools located in Queens are used; no other schools are used.

### **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. What grade will I be student teaching in?**

You will be placed in a PreK-2<sup>nd</sup> grade classroom. Specific grades are determined by a school's availability.

**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. Please contact the Field Office for more information.

### **III. Student Teaching Registration**

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

The EECE office registers candidates directly. The Field office does not register candidates. Registration generally occurs when all placements are finalized.

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

For the spring semester, candidates are registered in January.

### **IV. Student Teaching Specifications**

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

Spring 2023 student teaching begins on Monday, January 30<sup>th</sup>.

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

Spring 2023 student teaching ends on Thursday, May 4<sup>th</sup>.

**3. What days will student teaching take place?**

Student teaching will take place Monday-Thursday, for the full school day.

**4. What is the total number of days that I will be in the field, from Monday, January 30<sup>th</sup> to Thursday, May 4<sup>th</sup>?**

Without missing any days, the total number of days is 47.

**5. Will I know my cooperating teacher and grade from the first moment I arrive?**

Many schools will have already finalized the student teacher/cooperating teacher pairings prior to the first day. However, other schools might need a little more time on the to establish these pairings. Either way, please be patient as schools navigate the inherently hectic nature of a school's priorities. (While you are a priority, you are one of many priorities for the school).

**6. What time will I need to report to my site?**

Reporting times vary according to school. Generally, however, candidates can expect to report between 7:15 and 8:00 am, depending—in part—on the time that school begins.

**7. How long is the NYCDOE school day?**

The NYCDOE school day is 6 hours, 20 minutes.

**8. What time does my school day begin and end?**

The schedule of each school may vary. For example, some schools begin at 8:00 am and end at 2:20 pm, while others begin at 8:30 am and end at 2:50 pm.

**9. 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.

**10. 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.

**11. What happens if a student teacher does not comport her/himself in a professional manner?**

Please note that failure to comport oneself in a highly professional manner is a very serious matter and may result in any (or all) of the following: a) immediate dismissal from this student teaching experience, with no opportunity to redo the experience; b) receipt of a failing grade for 361; c) dismissal from the EECE major.

**12. Can I arrive late for student teaching?**

Lateness is not permitted. In fact, student teachers generally arrive between 15 to 45 minutes prior to the start of the school day.

**13. Am I required to stay through dismissal?**

Yes, student teachers must stay through dismissal. In fact, student teachers should expect to return to the classroom after dismissal with their cooperating teacher in order to wrap up for the day.

**14. What will my weekly schedule (regarding student teaching) look like?**

A general view of your placement week can be found below. Candidates will also be registered for their required accompanying courses. These courses may be on Monday, Wednesday, or Thursday. Candidates will have one day a week free from QC responsibilities.

Monday: Student teaching (full day)

Tuesday: Student teaching (full day)  
Student teaching seminar, 4:35 to 7:00 pm at QC

Wednesday: Student teaching (full day)

Thursday: Student teaching (full day)

**15. How many QC candidates will be placed at each school?**

Generally, four QC candidates are placed at each DOE site.

**16. What is the absence policy for student teaching?**

Candidates are permitted to be absent no more than 2 times over the course of the semester. Any absences exceeding 2 must be made up--with a limit of 4 total absences.

**17. What happens if I miss more than two days of student teaching?**

Any days over 2 absences must be made up. As such, if you are absent 3 times, 1 day must be made up. If you are absent 4 times, 2 days must be made up. By May 12<sup>th</sup>, your “balance of absences” cannot exceed 2. Please talk to your cooperating teacher and school administrator about making up any days.

## **V. Student Teaching Seminar**

### **1. When will my seminar be?**

On Tuesdays, you will have your student teaching seminar on campus. The seminar will take place from 4:35 PM-7:00 PM.

### **2. Where will my seminar take place?**

Seminars will take place on campus. The exact location of your seminar will be sent out in January.

### **3. When will I find out who my seminar instructor will be?**

Your seminar instructor will be in contact with you after you receive your placement.

### **4. What assignments will be required as part of student teaching?**

The specific assignments will be reviewed in your seminar.

### **5. How many QC candidates will be in my seminar?**

Generally, there will be 10 to 12 candidates placed in each seminar.

## **VI. Student Teaching Orientation**

### **1. When is our orientation?**

Spring 2023 student teaching orientation will take place Tuesday, January 24<sup>th</sup> from 10:00 AM- 12:00 PM, over Zoom. The Zoom link will be sent to candidates 1 week prior to the orientation.

### **2. Is this orientation mandatory?**

Yes, attendance is required.

### **3. What is the agenda for the orientation?**

During the beginning of the meeting focus will be on the general requirements of the program and ways in which the experience may be optimized. Subsequently, you will meet with your seminar instructor and the other members of your cohort.

## **VII. 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 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.

**5. How will not submitting fieldwork assignments affect my grade?**

Anthology-based fieldwork assignments (e.g., end-of-semester surveys) are a requirement of your Spring 2023 student teaching course. Failure to submit assignments on time will negatively impact your overall grade for the semester.

**VIII. 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 [eeceplacement@qc.cuny.edu](mailto:eeceplacement@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/>