

**QUEENS COLLEGE
FNES
STUDENT TEACHING**

GUIDELINES FOR:

STUDENT TEACHERS (ST)

COOPERATING TEACHERS (CT)

QUEENS COLLEGE SUPERVISORS (QCS)

STUDENT TEACHERS (ST)

Each Student Teacher (ST) will teach eight weeks at an elementary site and eight weeks at a secondary site. Additionally, the ST is required to attend six Student Teacher Seminars during the course of the semester during which they student teach. All mid-semester, final, and formal evaluations and edTPA documents must be submitted to the college coordinator as per the schedule you will receive at the first seminar.

The Student Teacher will be present at each site for an eight week period. They are required to attend the entire school day and follow the schedule of their CT. You will be informed of the proper sign in and signout times for each individual school. If the CT is not teaching a period, the ST should use that as a conference time or observe another teacher. At no time may a ST leave prior to the end of the school day.

The ST is required to teach **no fewer than 12** classes and **no more than 15** class sections per week. The CT will model effective teaching techniques during the alternate class sections. The ST will follow the school calendar of the site.

The ST must be aware of, and follow, all security guidelines established at your school. The ST must arrive promptly prior to the sign in directives and dress in professional attire, ie, collared shirt, appropriate shorts or slacks, (no cargo or sweat pants), sneakers and no hat or cap when inside of the school building. Jewelry should be kept to a minimum and ink should be covered.

In addition to professional dress, each student teacher must conduct themselves appropriately when in the school setting. Do not lie on the furniture in the office, place your feet on a desk, or, conduct personal business and conversations on your electronic devices.

ST must have a watch and a whistle with them at all times, kindly leave your phone in your car and interact professionally with all staff and students. If your CT is absent, you may not teach unless there is a NYS certified teacher present in the room with you at all times.

If you are going to miss a day of student teaching, you must notify your CT, QCS and the college coordinator simultaneously. You are expected to be present every day of your placement. If you need to miss a day due to exceptional circumstances, you must clear this with the college coordinator.

Any incident or accident must be reported, in writing, to the CT and the QC coordinator on the day it occurs. This is for the protection of the ST at the site.

You may never be alone with a student, always have another staff member present when interacting with a student. Do not invite a student into your office or the equipment room unless your CT is present.

It is your responsibility to contact your CT **prior** to the start of your placement, to discuss the Unit you will be teaching. You must then have an outline of your Unit prepared for the first day you arrive at the site.

If you are working with an external QCS, you must contact that individual during the second week at your site to set up your first appointment for a formal observation. If your CT is also your QCS, you will discuss the schedule for formals with them during your second week.

You must prepare lesson plans **daily**. The lesson plans must be submitted to your CT at least one day prior to teaching the lesson. When your QCS schedules a formal observation, they should have a copy of your lesson plan prior to their visit. After each lesson you teach, you should be keeping a journal (notebook) with a brief informal reflection on that lesson. These will be reviewed during the Student Teacher Seminars in an effort to achieve effective teaching at all grade levels.

Additionally, the ST is responsible for designing and displaying a bulletin board concurrent with your teaching unit in the proximity of the gymnasium. Kindly work with your CT on developing this required project early in your placement.

A Unit Plan and the edTPA are both required during this semester. There will be one at each site. The ST will determine at which site they will complete their edTPA. It is the responsibility of the ST to inform the CT and QCS early in each placement whether they are completing the Unit Plan or edTPA. Do not wait until the last minute as all staff members are extremely busy as the semester ends!

COOPERATING TEACHER (CT)

The Cooperating Teacher (CT) is responsible for the daily supervision and mentoring of the Student Teacher (ST) assigned to their building for an eight week period.

The ST should follow your schedule and remain in the building until the end of the school day. If the CT is not actively teaching, the ST may use this time for conferencing with you and your staff, or, observing another staff member.

Kindly allow the ST to lead teach at least 12, but no more than 15 class sections per week. They will benefit greatly from observing your teaching style during the remaining class sections.

The ST must arrive promptly each morning dressed professionally for the school day. The QC required attire is a collared shirt and neat slacks or Bermuda shorts. Sweatpants and T shirts are not permitted. Caps should be removed prior to entering the school building.

The ST must have a watch and whistle at all times. Cell phones may not be used as timepieces and should be strongly discouraged within the building.

The CT is requested to provide a short narrative mid-semester evaluation and a more comprehensive final rubric evaluation. All forms will be provided and given to you in a timely manner by the ST.

The ST should provide you with a written Unit Plan outline when they arrive for their placement. The ST is required to submit a daily lesson plan at least one day prior to each lesson to be taught. They must keep a journal of reflections on these lessons. This is a valuable resource for discussion on personal and professional improvement throughout the semester.

The ST must design and construct a bulletin board to enhance their Unit. Please direct them to the appropriate location.

CUNY offers a tuition waiver voucher to all Cooperating Teachers to express appreciation for your assistance in the teacher formation program. This voucher entitles you to any three credit course offered within the CUNY system, including online courses. The voucher is for the sole use of the CT and is nontransferable

QUEENS COLLEGE SUPERVISOR (QCS)

The Queens College Supervisor (QCS) will familiarize themselves with the schedule of the ST during the second week of each placement.

The QCS is expected to do a formal evaluation, scheduled by mutual consent of the ST and CT, three times in the course of each placement.

These formal evaluations (forms provided by QC) are to be shared with both the ST and the Queens College Coordinator of Student Teaching. The lesson plan must accompany the evaluation.

The results of these formal evaluations should be the focus of feedback and mentoring discussions between the QCS and the ST. Continuous improvement on the part of the ST, as a result of these discussions, is expected.

The ST is responsible for a bulletin board at each site. These should be reviewed and noted by the QCS.

The QCS should schedule a date to receive the completed Unit Plan from the ST to allow sufficient time for the QCS to review, evaluate and grade the Unit Plan prior to the end of the placement. The Unit Plan and Unit Plan evaluation should be returned to the ST before they leave each site.

The QCS is not required to review the edTPA.

REQUIRED PAPERWORK

All required forms will be provided to you by Queens College and given to you by the student teacher at the start of each placement.

The paperwork required from each site is as follows:

ST...Information Sheet, Contact Information and schedule due during first week.

Daily lesson plans due to CT prior to lesson

Personal reflection journal entries daily

Submission dates for edTPA will be provided prior to student teaching.

Hard copy and C & W required work must be submitted during week 8.

CT...Mid-Semester Evaluation (a short narrative) due at the end of 4 weeks.

Final Evaluation (rubric with suggested grade) due during week 8.

Effective teaching form due during week 8.

QCS Formal evaluations (3), with lesson plans attached due prior to week 8.

Unit Plan Evaluation due during week 8.