

Placement Guidelines for Student Teachers

- 1) ALL ASSIGNMENTS ARE CONTINGENT ON THE FOLLOWING:
 - A. FINGERPRINTING – Students are not allowed to student teach WITHOUT fingerprint clearance. It is the student’s responsibility to obtain and bring in the fingerprint clearance card, so the Office of Field Experiences can make and retain a copy of the card with the student’s file. You must bring in the actual card, not a photocopy.
 - B. ELIGIBILITY – All student teaching assignments are contingent on eligibility, including completion of required degree coursework and successful completion of courses in which the student teacher is currently enrolled.
 - C. AGREEMENT FORM (attached) – No assignments are confirmed until the completed Agreement Form is returned to the Office of Field Experience (Harvill, room 126B), using the following procedures:
 - I. Once you are assigned a cooperating teacher, call him/her within 2 days. Arrange a time as soon as possible to meet with the cooperating teacher and observe him/her teach.
 - II. Meet the teacher and observe in the classroom at the scheduled time. This should be done as soon as possible.
 - III. If both the student teacher and the cooperating teacher agree to the placement, the principal/administrator of the school should be contacted.
 - IV. The “Student Teaching Agreement Form” (attached) must be signed by the cooperating teacher, principal, and student teacher.
 - V. **The student teacher must return the completed Agreement Form in person to the Office of Field Experience, Harvill Building, room 126B, by the deadline printed on the Agreement Form.**
 - D. STUDENT TEACHER CLEARANCE FORMS – This form needs to be completed for those assigned to student teach in TUSD or Sahuarita School Districts. These will be provided at a later time.
- 2) STUDENT TEACHER GUIDEBOOK

Students are required to read the current “*Student Teacher Guidebook*” prior to student teaching. The handbook can be found online at www.cfa.arizona.edu/office-of-field-experiences. The 2012-2013 version is still being written; please check back throughout the semester.
- 3) BEGINNING DATE AND SCHEDULE HOURS AT YOUR SCHOOL SITE

Students are expected to begin student teaching at their respective school sites on the day their teachers return from summer or winter break (depending on the semester the student completes student teaching), usually this is BEFORE the University’s classes begin. Hours will be the same as the required hours of the cooperating teacher, and students will be expected to attend faculty meetings and school events that the cooperating teacher is also expected to attend.
- 4) STUDENT TEACHER PROFESSIONAL DEVELOPMENT CONFERENCE

Students are required to attend the Student Teacher Professional Development Conference on **August 16, 2012, from 3:30 p.m. to 5:30 p.m.** Attendance is mandatory and your supervisor and cooperating teacher will attend the last hour of this conference with you. Mark this on your calendar now.



STUDENT TEACHING AGREEMENT FORM

Contingent on fingerprint clearance and eligibility

Completed by *STUDENT TEACHER*:

Due Date:

Name: _____

Major: _____ Content Area _____

School Name(s): _____

School District: _____

By signing below, I acknowledge the following:

I accept responsibility for all information/procedures as listed in the Student Teacher Guidebook.
I understand attendance for student teachers at all student teaching seminars and the Student Teacher Professional Development Conferences is *MANDATORY*.

Completed by *COOPERATING TEACHER*:

Name: _____

Home Phone: _____ Work Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

By signing below, I acknowledge that I am currently certified by the State of Arizona to teach in the public school system and have at least three years of full-time teaching experience in my content area.

Student Teacher Signature

Date

Cooperating Teacher Signature

Date

School Principal/Administrator Signature

Date

Complete form must be on file with the College of Fine Arts Office of Field Experiences (Harvill Building, room 126B) on or before the due date listed above.