

MEMORANDUM

TO: Fall 2009 Student Teachers

FROM: Cassidy Owens, Student Teaching/Field Experience

SUBJECT: Requirements and Procedures for Placement in Student Teaching

DATE: February 15, 2009

The materials you will need for placement in student teaching for the Fall 2009 Semester are now on-line. It is important that you read the "Student Teaching Policies" carefully; they will be **strictly enforced**.

1. Complete the "Request for Student Teacher Placement" and "Student Teacher Information for Mentor Teacher" forms **and submit them online or return them to the Office of Educator Certification by Sunday, February 15, 2009**. Students will be billed \$50 for all late applications. **No applications will be accepted after March 6, 2009.**

2. Student teaching is a 9 hour course load and will begin in August. Registration instructions will be given to you when you submit your student teaching application.

3. The **mandatory Spring Student Teacher Orientation (date to be determined)** will be held in room 131, McKibben Building.

4. **All student teachers are expected to return to campus on Friday, after the last day of student teaching, for the Education Job Fair.**

5. A complete calendar of dates for the semester will be provided at the Orientation meeting. SFA's student teaching program consists of 13 weeks.

6. You must have **proof of your negative TB test** when you begin student teaching. If your TB test results will be more than one year old in January, plan to have another one before the semester begins (contact the Student Health Center). Please take a copy of your TB test to the principal's office when you report to your first student teaching assignment.

7. All arrangements for student teaching assignments are made by the Educator Certification Office. It is professionally inappropriate for a student to attempt to make individual arrangements for an assignment or to request a specific teacher. A student will be charged a \$100 fee if a placement is requested to be changed after assignments have been made. No placements will be changed after May 1st, 2009.

8. If you have a documented disability for which you are requiring accommodations, you are encouraged to contact The Student Teaching Office, McKibben Education Building, room 118, phone 936/468-1575 and the Office of Disability Services, room 325, Human Services/Telecommunications Building, phone 936/468-3004 or 936/468-1004 TDD, as early as possible.

Best wishes for the excitement and challenge of student teaching!