

Stage 4: Graduate Student Teaching Field Placement Application Instructions:

Before you can apply for your field placement for Student Teaching, you must submit and successfully complete the following requirements:

1. Successfully complete (at a minimum) **EDUC 520** and **EDEX 542** with a grade of a “B” or higher. However, to have the best experience possible, we generally advise students to successfully complete all core pedagogy and content courses prior to beginning the Graduate Student Teaching. **Please be advised** that if you receive a **B-** or lower in any core pedagogy course, you will need to retake the course and receive an acceptable grade prior to applying for your field placement and certification.
2. If you are a **BS/MS Dual degree** student or were admitted provisionally due to a GPA lower than 3.0, you must submit passing scores of **the Pre-Service Academic Performance Assessment (PAPA)** exams (Modules 1, 2, & 3) for all Certifications (PreK-4 and Secondary grades 7-12) to Drexel (code 2194) and PDE (8033) prior to applying for Student Teaching. See Graduate Advisement Sheet for Test Codes or contact your Graduate Advisor.
3. Submit updated (**FBI**) and all other clearances required for your School District/State (i.e., **PA requires:** Child abuse, Criminal Background Check, FBI, and (TB if applicable))
4. Update your résumé
5. Write an introductory letter (for more information go to <http://mobile.goodwin.drexel.edu/si/wp-content/uploads/2009/07/introletter.pdf>)
6. Request a recommendation from one of your Drexel SoE Professors (*provide your instructor with the link to the form on Field Experience Page of Teacher Ed Resource Portal or have your Professor email your Field Placement Coordinator*)
7. Email your Graduate Advisor your proposed UG content course plan of study. Include the Institution name, website and course name, term you plan on taking each course; the course code and description for pre-approval. Although it is in your best interest to complete all UG content courses prior to student teaching, at the very least, you must take or plan to take all content courses listed in **Red** on your Graduate Advisement sheet prior to student teaching.

Please utilize the links and instructions on how to apply for **PA Clearances**, guidelines for writing the **introductory letter**, and for a sample copy of the **recommendation form** go to the **Field Placement** page on the Teacher Ed Resource portal at http://iphone.goodwin.drexel.edu/si/?page_id=19

Please be advised:***All field placements for Student Teaching must be completed in an appropriate American **Public/Charter** school, or an approved International school whereby English is the language spoken in all classrooms and the school is following PA Department of Education and US Department of Education guidelines.

Student Teaching Field Placement Application Deadlines:

Since the field placement process is lengthy, it is in your best interest to apply and submit all requirements **prior** to the deadline. (See below)

TERM	Fall Quarter	Winter Quarter
Student Teaching Application Deadline (Domestic and International)	January 1	April 1

Instructions: Applying for Student Teaching Field Placement:

1. Go to the Field Placement portal page within the Teacher Ed Resource Portal:
http://iphone.goodwin.drexel.edu/si/?page_id=19
2. Utilize the links within the Field Placement portal page to gather together all required forms and documents (i.e., clearances, résumé, intro letter, and recommendation)
3. Click on "Student Teaching Application Form"
<http://www.drexel.edu/soe/academics/undergraduate/Certification-Information/teacher-certification-forms/student-teaching-application/>
4. Fill out the form completely (include the District and School name/contact information for preferred district/school), upload resume and introductory letter, answer all questions and acknowledge that you understand the policies, then press submit button
5. Make sure the School of Education is in receipt of your supplemental Student Teaching Application materials not uploaded to the online form either by emailing the materials to the appropriate Field Placement Coordinator or by **faxing** them to the Field Placement Office at **215-571-4270** with a cover letter.

The Field Placement Office will begin the placement request after receiving your completed application and all requirements listed above.

Please be advised:***The School of Education's Field Placement Office will contact your preferred school district and secure a Field Placement on your behalf. *****Please don't attempt to secure a placement or contact the school directly until after your placement is confirmed by the School of Education's Field Placement Office.**

After Submitting Student Teaching Application Form:

After you successfully submit your Student Teaching Application form, please email your graduate advisor an updated Plan of Study to complete all UG content courses. Once received, your graduate advisor will review your file to determine if you have **met all pre-requisites** for applying for Student Teaching. If all pre-requisites have been completed your Graduate Advisor will **"Academically Clear"** you and the Field Placement Office will begin to process your Student Teaching Application.

Once your Student Teaching field placement has been secured, the Field Placement Office will inform you and your advisor via a confirmation email providing the details of your placement including the name of your cooperating teacher and the student teaching starting date. At that time, you must do the following:

- Read the Student Teaching Handbook "Roles and Responsibilities" located on the Teacher Ed Resource Portal's Field Experience Page: http://iphone.goodwin.drexel.edu/si/?page_id=19.
- The week prior to student teaching, you will be required to attend a live virtual **Student Teaching Orientation** webinar. You will be emailed the date and time of the live session and will be provided with a link to the live session.
- Make initial contact with your cooperating teacher

Please note:

- Students Teachers must plan on being at the school for 12 weeks (teaching full-time) to meet the Student Teaching time requirements. Half days won't count as full days. If you miss days due to sickness, vacation, school closing, etc., you must make up the days at the end of the placement.
- Most placements are scheduled for 13-14 calendar weeks to ensure you are able to complete the minimum of 60 full-time days. If the school is closed for a holiday, emergency, etc., these days off will **not** count towards the 60 full-time days.

Approved International Schools for Field Placement

The following links will provide you with a list of approved schools for your International placement for student teaching:

- <http://www.dodea.edu/>
- <http://www.state.gov/m/a/os/c1684.htm>

All field experiences including Student Teaching must be completed in an appropriate American Public/Charter school, or an approved International school whereby English is the language spoken in all classrooms and the school is following PA Department of Education and US Department of Education guidelines. Candidates should have access to appropriate school settings for field placements which include working with students with special needs and students whose first language is not English.

Please note:

- Students who are already teaching at an international DODEA school (as per DODEA school regulations) will not be paid for teaching while Student Teaching. See Student Teaching FAQs at <http://www.dodea.edu/Offices/HR/employment/studentTeaching/faqs.cfm/> or the DODEA site for more information, <http://www.dodea.edu/Offices/HR/employment/studentTeaching/index.cfm>
- International field placements for student teaching take longer to place and have other restrictions. You should apply at least 8 months to a year prior to being placed or by the **Student Teaching Field Placement Application Deadlines** listed above.
- International student teaching is only available during Drexel's **fall** or **winter** terms.
- If you want to be placed within a Department of Defense School (DoDDS), you must ALSO submit the **DoDDS Student Teaching Application** Form by Drexel's International Student Teaching Placement Deadline. Go to <http://www.dodea.edu/Offices/HR/employment/studentTeaching/forms.cfm> to obtain the DoDDS Student Teaching Application.
- Some International Schools require longer than a 12 week placement.

Student Teaching Field Placement Coordinator Breakdown by Program:

If you have questions about Student Teaching Field Placements, please contact the Field Placement Office at stuteach@drexel.edu or your appropriate Field Placement Coordinator by program type listed below.

Graduate Program:	Field Placement Coordinator	Phone:	Email:
PreK-4, SLiM (Library Science)	Jamillah Moore	215-571-4170	jam596@drexel.edu
All Secondary Subjects, Special Education	Julie Thomas	215-895-0339	Jlt327@drexel.edu

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