Student Teaching Orientation
September 24th/26th, 2013
Agenda

- Review of Forms
- Placement Process
- Student Teaching Experience
- Expectations
- Contact Information
- Questions?
Forms

- **Yellow Sheet** - Personal Information Form
  Must be completed and turned in today.
- **Pink Form** - Criminal Background Check
  Must be complete and turned in today.
- **Purple Sheet** - CBC and FERPA information
- **Blue Sheet** - Contacts/Information
- **Cherry Form** - Online License Application

Completed forms need to be submitted to the Office of Field Experiences (Winther 2040) or the Winther front window.
Placement Process

✓ Attend Student Teaching Orientation
✓ Complete necessary paperwork
✓ Office of Field Experiences (OFE) contacts school administration to identify placements
✓ After a placement is confirmed you will receive an email with placement information.
✓ You make contact with cooperating teacher and set up a meeting prior to the start of the semester.

You will meet with your content area coordinator to indicate preferences. Keep in mind these are preferences and there is no guarantee in placement. The University reserves the right to place students based on a number of variables (programming, resources, availability, etc.).
*It is the responsibility of the OFE to make contact with schools/administration.

Do not contact schools/teachers/administration until you receive a confirmation of placement from the OFE!!

Do not contact schools on your own. You are unable to student teach where you have family members. Placements work best when the OFE goes through the school administration.
Out of Area Student Teaching

- Out of area student teacher requests must be submitted to the OFE using the form available online:
  www.uww.edu/coe/fiedex/Forms/Student_Teaching_Forms/out_of_area_application.pdf

- If approved student teachers will be responsible for $100 administrative fee and all costs associated with the placement

- “Out of area placements” are only granted for extreme circumstances.

Follow the link to obtain Out of Area Forms. The forms must be submitted to the OFE. Only “extreme circumstances” will be considered.
Student Teaching Experience

• Things to do before:
  – Contact Your Cooperating Teacher
  – Set up a time to meet prior to the semester
  – Inquire about observing the class prior to the start of the semester
  – Identify ways to communicate with CT
  – Start talking about timelines and responsibilities
  – Secure transportation

  • Janesville/Milton/Whitewater Bus Option- Innovation Express

Your initial contact to your cooperating teacher should be by PHONE – not email. Make sure to meet with the cooperating teacher before the semester begins. Transportation should be secured. See link on website for bus information.
Professionalism is key during your student teaching. Student teaching is an opportunity to display your skills and attributes. Many district hire student teachers – keep that in mind.
Things to do after...

- Request a letter of recommendation/reference from your Cooperating Teacher
- Provide your CT with a FERPA Form
- Acknowledge the commitment/time of the CT

Remember that a cooperating teacher is essentially a volunteer so make sure to acknowledge their time and efforts. Think of a creative way for to say goodbye to your class(es) as well.
Expectations

- Be prepared and on time
- Act in a professional manner
- Keep conversations about the school and your cooperating teacher positive
- Student information is strictly confidential

Any absence must be immediately reported to your cooperating teacher and your university supervisors. The time for unexcused absences may have to be made up. Stay in constant communication with your university supervisor and cooperating teacher.
Would you hire?

Email: macdaddy@gmail.com
Social Media Post: Checking in from Rosa's at 2am
Call Tone: Party All Night

Email: jschmitt11@uww.edu
Social Media Post: Had a nice bike ride
Call Tone: Ring Ring
Email: crazywildgurl@yahoo.com
Social Media Post: Why are kids such brats?
Call Tone: Wrecking Ball

Email: saranelson@gmail.com
Social Media Post: Life is good 😊
Call Tone: Ring Ring
Requirements of Licensure

- Licensure Application
- Wisconsin Foundation of Reading Test (WI-FOR)
  - EC, SPECED, ELEM ED (1-8/PreK-6)
- Specific Program Completion

Licensure application is now online. Refer to the cherry form provided. This form has to be submitted to the Student Status Examiner (Jillian Smith) at the front window in Winther.

WI-FOR test is required for certain majors. Passing scores must be submitted to the Winther front window to be eligible for licensure. All program requirements must be met prior to licensure.
You will be required to meet with your university supervisor prior to student teaching. The meeting is generally held in the third week of January when faculty are back on contract. An email notification will be sent out for the mandatory meeting. At this meeting you will receive essential information for student teaching (forms, dates, etc.).
Contacts

Internships???
Marie Benson, Student Service Coordinator
Winther Hall 2041----(262)472-1680
bensonm@uww.edu

Cheryl Wegner, Program Assistant
Winther 2036----(262)472-1935
wegnercc@uww.edu

Licensure????
Jillian Smith, Student Status Examiner
2043 Winther Hall ----(262)472-1059
smithjm@uww.edu
Contacts

Office of Field Experiences
Winther Hall 2040
Lynn Lindahl, Interim Director
Jodi Roehl, Program Assistant
(262)472-1123
fletchel@uww.edu or roehlj@uww.edu