

Welcome Student Teachers



COLLEGE OF EDUCATION

Kutztown University College of Education

Clinical Experiences & Partnerships

“Tell me and I forget.

Teach me and I remember.

Involve me and I learn.”

-Benjamin Franklin

Student Teacher Information

Table of Contents (Ctl + Click to go to the page you are looking for)

The Clinical Experience Program	5
Clinical Experience Collaborative Partnership	6-9
Applying for Student Teaching	11-13
Student Teacher Placements	15-20
Placement Requests & Rollovers	21-22
Special Situations & Communication	23
Clearances	25-31
Attendance	33-34
Grooming & Professionalism	35-36
Student Teacher Responsibilities	38-41
Student Teacher Evaluations	43
Issues During Your Clinical Experience	45
In Case of a Strike	46
Teacher Certification Information	48-49
Support	50

**The
Clinical Experience
Program
A Collaborative Partnership**

The Clinical Experience Program

Mission

The clinical experience program at Kutztown University is a collaborative partnership between schools, co-operating teachers, KU supervisors and the Clinical Experiences & Partnerships office.

The mission of this program is to assure that you have a successful capstone experience in your pre-service teacher education program.

Your clinical experience will involve 14 weeks of student teaching in a host school with a co-operating teacher and a weekly practicum course with your KU supervisor.



The Office of Clinical Experience & Partnerships

What We Do for Student Teachers

The Clinical Experiences & Partnerships office handles the logistics for your Student Teaching Clinical Experience:

- We are your first contact for anything regarding your student teaching.
- We approve your student teaching application.
- We handle the process of placing you in a school with a co-operating teacher.
- We handle any special needs, issues or concerns you have regarding your clinical experience or student teaching placement.
- We are your mediator when dealing with any issues regarding your host school, co-op teacher or supervisor.
- We collect and verify your Student Teaching clearances.



The Office of Clinical Experience & Partnerships

Who We Are

Director of Clinical Experiences & Partnerships

Dr. Howie Lessel

lessel@kutztown.edu

610-683-4276

BK 226

Clinical Experiences & Partnerships

Julie Setliff

Jsetliff@kutztown.edu

610-683-4256

BK 224

We want all of our students to have the best clinical experience possible.

Please come to us with any questions, concerns or thoughts.

We are super friendly and happy to help!

KU Supervisors

Who They Are and What They Do

Who they are:

Supervisors are faculty members in the College of Education, College of Liberal Arts and Sciences, or the College of Visual and Performing Arts at Kutztown University.

What they do:

Provide support, guidance and sense of continuity with the KU pre-service teacher education program.

Collaborate with co-operating teachers to observe, critique, develop and evaluate student teacher's skills.

Are ultimately responsible for assigning the letter grade for each of your clinical experience placements.



Co-operating Teachers

Who They Are and What They Do

Who they are:

Teachers that hold a PA certification in the subject area taught.

Teachers that possess a minimum of three full years of teaching experience.

Teachers that possess a minimum of one year experience in the present school and grade level.

What they do:

Offer their time, effort, wisdom and guidance in helping our student teachers to grow professionally.

Collaborate frequently with the university supervisor on the observation, development and evaluation of each student teacher.



Applying to Student Teach

The First Step

Applying for Student Teaching

Taskstream by Watermark

Taskstream by Watermark is a program we use to archive our student teacher applications and student teaching clearances.

You will need a **Watermark Membership** to apply for student teaching.

Please contact our **Watermark Support Team** if you do not have a Membership already or if you have any trouble using Watermark.

Visit the



Kutztown University
watermark
support team

Where: Beekey Education Center 129

When: Monday-Friday 9am - 4pm
Wednesday 9am - 5pm

Email: watermarkmembership@kutztown.edu
watermarkhelp@kutztown.edu

Phone: 610-683-4356

What does the Support Team help with?

The Watermark Support Team is your resource for any and all things Taskstream, the assessment and accreditation system used by Kutztown University.

- ◆ **Membership Issues** - An assistant in the office can help to reset or reactivate your Taskstream account.
- ◆ **Directed Response Folios (DRF)** - The Support Team can teach you how to most effectively use Taskstream assessments.
- ◆ **Troubleshooting** - The graduate students working in Beekey 129 are eager to help you! Please feel free to come in, email, or Zoom with any questions regarding Taskstream.

KUTZTOWN
UNIVERSITY

COLLEGE OF
EDUCATION

Applying for Student Teaching

Application Information

All teacher candidates must apply for student teaching in Watermark/Taskstream.
Spring 2022 Student Teachers will use the DRF code: **STAPPLY-SP22**

What you will be asked on the application:

Name: Please fill in the name you use in your MYKU account. If you have a preferred name not listed in MYKU, please add that name in parentheses).

KU Email

Undergraduate Academic Major: Be sure to specify if you are a dual certificate (PK-4/Sp. Ed, Sec. Ed./Sp. Ed., etc....) and which subjects (4-8 Math/Science)

Graduate Academic Major: ONLY fill this in if you are a current graduate student. If you are not, leave it blank.

Student Teaching Semester: Spring 2022

Home Address: Where you want to receive mail

Home Phone:

Cell Phone:

Emergency Contact/Phone Number:

Are you a US citizen: yes or no

Which city will you be living in during student teaching: This is extremely important as it will play a major role in your placement.

District you attended: Which school districts did you attend before college? Please note that we cannot place you in the same school district you attended.

School(s)/District(s) currently attended by siblings or children: Please note that we cannot place you in a school currently attended by an immediate family member

School(s)/District(s) where immediate family members are employed: Please note that that we cannot place you in a school where your parents work.

Date/Signature

Applying for Student Teaching Requirements

All students must meet the following requirements before applying for clinical experience (student teaching):

- ✓ Students must have completed 90 credit hours.
- ✓ Students must have a 3.0 GPA or higher.
- ✓ Students must have passed all Basic Skills tests.
- ✓ Students must be cleared for teacher candidacy through the Dean's office.
- ✓ Students must have completed their early field experience and/or all required courses.
- ✓ Students must meet with their advisor to make sure all their requirements have been met and that they are ready to student teach.

Student Teacher Placements

Student Teacher Placements

The Basics

The Clinical Experience office can have up to 400 placements to make in a semester.

- **PreK-4 Elementary Education/MEd and Secondary Education/MEd teachers will have one placement for the entire 14 weeks of clinical experience.**
- **K-12 Subjects, Middle Level 4-8 and Special Education teachers will have two placements, 7 weeks at each placement.**

Student Teacher Placements

Secondary Education Graduate Students

**Secondary Education MED Students will be placed in either
Allentown School district
or
Reading School district
depending on the student's geographical location.**

This placement process is specific to the Sec. Ed. MED program which is designed for individuals interested in becoming teachers of diverse student populations in U.S. urban public schools.

Student Teacher Placements

Basic Guidelines

The following guidelines are strictly followed when placing students:

Placements **MUST** be made:

- In school districts/schools within a 40 mile radius of Kutztown.
- In partner districts with whom we have a contract.

Placements **WILL NOT** be made:

- In a school district at which you attended, your immediate family currently attends, or your immediate family currently works.
-



Student Teacher Placements

Things to Think About

When deciding what your living arrangements will be during your clinical experience, please keep the following in mind:

- **Placements are ONLY made within 40 miles of Kutztown University.**
- **Living near a school district does not necessarily mean that there will be an open placement for you there.**
- **Students are solely responsible for their own transportation to and from their host school. We cannot provide transportation or plan ride-shares.**
- **You will not be placed in a school at which you attended, where your family members currently attend or are currently employed.**

Student Teacher Placements

How and When You Receive Them

Students will receive an Official Student Teacher Placement Letter from the Clinical Experience office via email when your placement(s) is secured.

- This letter includes details about your school(s) and contact information for your co-op teacher(s) as well as what your next step will be.
- Placements are secured at different times for each student, so students will receive their letters at different times.
- We try our very best to secure placements by the end of the previous semester to your student teaching. However, sometimes issues arise and you may end up getting your placement(s) over the break. We will keep you updated if this occurs.
- Please feel free to check in on your placement status at any time.

Student Teacher Placements

RULES

**The relationships we have with our partner School Districts are
VERY important to us.**

**Each district asks that we follow a particular protocol when
placing student teachers and we respect this process.**

Therefore:

- **Please do not contact a school district, principal or teacher to try and make your own placement. Reach out to your supervisor or our office.**
- **Please do not have your parents call and request special placements or make arrangements for your clearances or transportation.**

Student Teacher Placements

Personal Requests

Requesting a Placement:

If you would like to request a placement at/with a particular school/teacher, you can contact the Clinical Experiences office to do so. However, for us to make the request it must follow the guidelines:

- The school must be within a 40 mile radius of Kutztown
- The school must have a contract with us
- You must run it by your KU Supervisor
- It cannot be a school where you or your immediate family members attend/attended/work

Remember, we can only make a request. It is up to the school district, principal and teacher whether or not it is approved.

Requests Made by a Teacher:

If a teacher working in one of our partner schools would like to request you, they need to do so by:

- Informing their School District office
- Informing the Clinical Experiences office

Student Teacher Placements

Roll-overs

What is a roll-over?

- A roll-over is when a student teacher is placed with a co-op teacher that they have previously worked with during their early field experience, professional-semester or TRIO.

Can I roll-over?

- The student, mentor teacher and KU supervisor must agree that it is a good idea to roll-over.
- The school district, principal and CE Office must approve the rollover.
- Masters students will not roll-over IF they do not have early field requirements.

Are roll-overs always a sure thing?

- No. There are a number of reasons why a roll-over might be denied.
- Your KU supervisor cannot confirm a rollover. The Clinical Experience office will make the final confirmation.

How do I request a roll-over?

- Please contact your KU Supervisor about rolling-over. They will inform our office.

Do I HAVE to roll-over with my early field placement co-op?

- Absolutely not.

Special Situations/Issues

Communication

Talk to Us!

- If you have any special circumstances or issues that might affect your placement, contact us as soon as possible.
- If you have any concerns about student teaching or your placement, you need to contact us as soon as possible.
- The sooner we can work on a problem together, the better.
- Student Teacher placements are very difficult to change once they are made.

We want you to have the best Clinical Experience possible!

Please, do not hesitate to reach out.

Clearances

Ensuring the Safety of our
Students and Schools

Clearances for Student Teaching Requirements

Clearances are **SUPER** important and absolutely mandatory.

The following clearances must be **DATED WITHIN A YEAR** of your last day of clinical experience in order to student teach:

- Act 24 Reporting Arrests and Convictions
- Act 34 PA Criminal History Report
- Act 114 FBI Federal Criminal History Record
- Act 126 Mandated Child Abuse Reporter Training
- Act 151 Child Abuse History Report
- TB Test
- PTSAT (PSSA) Training Module Certification
- PSEA Professional Liability Insurance
- Student Teaching Resume'

Please Note: Your placement school district may also require additional clearances such as a **physical, drug test, or COVID-19 test**. The human resources department in your school district will let you know if any additional clearances are required.

Clearances for Student Teaching

The Clearance Information Sheet

**You will be given a
Clearance Information Sheet
specific to your semester and
placement
at the registration meeting.**

**It explains EVERYTHING.
It's important.**

Clearances for Student Teaching

Dates are Important

**Your clearances MUST MEET certain dates to be valid.
There is NO flexibility.**

**Please refer to your Clearance Information sheet for
specific clearance dates.**

- **TB Testing due dates are different for each student depending on how many placements they have.**
- **Your Clearance Information sheet will tell you when you can get your TB Test.**
- **You **CANNOT USE** your TB TEST from any early field, pro-sem or TRIO experience.**



Clearance Information Sheet

Follow the Instructions

- You **MUST** follow the clearance instructions thoroughly.
- We use certain codes and keywords that are specific to teaching. Schools will only accept these clearances.
- If you obtain the wrong clearance, you will have to pay to get another one.
- Clearances can be overwhelming and costly. **PLEASE** be sure to follow the instructions.
- If you have any questions or concerns about clearances, do not hesitate to ask. We want to help.

Quiz: What is the main idea of this page?

Answer: Follow clearance instructions! ✓

Clearances for Student Teaching

BASIC RULES

1. **All background checks must be secured in Pennsylvania. Out-of-state clearances will be rejected.**
2. **Use your home address (not school address) when applying for all background checks.**
3. **Keep a hard copy of all clearances with you for student teaching. *Never relinquish original background checks to anyone.***

Clearances for Student Teaching

Arrests or Convictions

- 1. If you have any arrest or conviction on any background check you must disclose it to the College of Education Dean's Office.**
- 2. You will need to sign a "Release of Information" form as soon as possible so our office can start working on the issue.**
- 3. Failure to report an arrest or conviction may prevent you from completing Clinical Experience.**
- 4. Teacher candidates give permission for the Director of Clinical Experiences and Partnerships (or deans) to discuss any pertinent background clearance and academic information with school district personnel to attempt to secure an appropriate placement(s) when they sign the student teacher application.**
- 5. Please keep in mind that schools have the right to refuse any placement if you have any record whatsoever.**

Clearances for Student Teaching

Review

- ✦ Your specific Clearance Information sheet has all the information you need about clearances.
- ✦ Your specific Clearance Information sheet should be saved to your computer and phone.
- ✦ Your Clearance Information sheet is your best friend.
- ✦ You can also contact Julie Setliff jsetliff@kutztown.edu with any concerns and questions or if you need assistance. She will help you!

Student Teaching Policies

Attendance

Policies

The Clinical Experience program at KU requires 14 weeks of student teaching.

- You must attend school all day, every day.
- You will follow your **school district's calendar**--not the KU calendar.
- You will follow your **school district's policies** for weather emergencies.
- You will follow the daily **schedule of your co-op teacher**. This includes arrival and departure times, meetings, conferences, and professional development programs.
- You are required to attend a practicum class every Tuesday: **Please refer to your class schedule in MYKU for Practicum times.**
- Every Tuesday you will leave your placement early to **allow travel time** to your practicum. Your co-op teacher is aware of this.

Attendance

Absences

We understand that emergencies and illness happen and may warrant an absence.

- **If you will be absent or late for any reason, you must notify your co-operating teacher, supervisor and the Clinical Experience office that day.**
- **If you anticipate an absence, it must be approved by your supervisor, co-operating teacher and the Clinical Experience office to be considered excused.**
- **You are expected to develop plans and materials for any assigned lessons and deliver them to your co-operating teacher prior to the excused absence.**



Grooming

Policies

Professional dress and good grooming are expected of you everyday.

- **Make sure your person and your clothes are clean and neat.**
- **Clothing should be conservative and appropriate for the activities of the day.**
- **Avoid perfume and strong body odor.**
- **Avoid the lingering aroma of smoke/alcohol.**
- **Drug use at any time will not be tolerated and will lead to the application of full legal sanctions.**



Professionalism

Act Responsibly

- Clinical Experience is a **full-time responsibility** and must take place over other commitments.
- You are expected to **behave in a professional manner** at all times with school administrators, teachers, staff and other teacher candidates.
- You are expected to **maintain confidentiality** during your clinical experience. Do NOT discuss confidential information about teacher candidates or school issues in public places with individuals that do not have a need to know.
- You must **be prepared to spend additional time** before or after school in order to plan with your cooperating teacher.
- You will be **expected to attend** open-house programs, parent-teacher conferences, and other activities unless specifically prohibited by the school administration.
- **Do NOT** receive calls or use your cell phone during class hours.

**Your
Responsibilities
as a
Student Teacher**

Student Teacher Responsibilities

To the Co-operating Teacher

First Impressions

As soon as you receive your placement(s):

- 1. Contact your co-operating teacher(s) with an email of introduction including your attached resume'. Do this for BOTH of your placements if you have two.**
- 2. You should make an appointment to meet with your co-operating teacher at the school (or via zoom) before your first day of clinical experience.**
- 3. If possible, plan a meeting at the school before your first day to familiarize yourself with the directions to the school, the school building layout, and introduce yourself to other faculty and staff.**



Student Teacher Responsibilities

To the Co-operating Teacher

Communication is Key!

It is super important to keep the lines of communication with your co-op teacher open.

- Communication is the best way to avoid misunderstandings.
- Your co-operating teacher is your mentor. You are there to learn from their experience. Don't be afraid to ask questions.
- If you have a question regarding your school or district, expectations of your school, or procedures within your school—ask your co-operating teacher.
- Your co-operating teacher is your guide.



Student Teacher Responsibilities

To the Co-operating Teacher

Be Professional and Respectful.

Clinical Experience is your first step into the professional world of teaching. Your co-operating teacher has volunteered to share their knowledge, experience and classroom with you.

- **Convey a sincere desire to learn, a willingness to co-operate, and an appreciative attitude toward suggestions and constructive criticisms.**
- **Review and strengthen basic content, principles of human growth and development, instructional design strategies, teaching techniques and classroom management strategies.**
- **Present all lesson and unit plans to your co-op for review and approval.**
- **Plan a time for daily conferences to discuss progress.**
- **Accept and complete assigned tasks on time.**
- **Classroom management is ultimately the responsibility of the co-operating teacher. Discuss discipline procedures in advance.**

Student Teacher Responsibilities

To your KU Supervisor

Communication is Key!

- Keep your supervisor informed of any difficulties encountered during your clinical experience.
- Provide a weekly schedule indicating when you will be teaching. Each supervisor will tell you how they want the schedule organized.
- Submit the weekly schedule at the beginning of practicum each Tuesday.
- Notify the supervisor if a major change is made to your schedule after you have submitted it.
- Have plans for all lessons taught available for review by the supervisor.

Ask your supervisor how they want these responsibilities organized and handled.

**Student Teacher
Evaluation/
Observation
Process**

Evaluations/Observations

Providing Feedback and Guidance

Observing and evaluating your performance involves both the co-operating teacher and KU supervisor.

- **They will write 3 formative (in-progress) evaluations during each 7 week placement assignment.**
- **Based on these evaluations, the co-op will write a summative evaluation at the end of the 7 weeks.**
- **The supervisor will complete a PA Statewide Evaluations for Student Professional Knowledge and Practice (PDE 430) form at the end of each 7 week assignment.**



Student Teaching Issues

Issues During Clinical Experience

Problem-solving Process

If issues arise during your clinical experience:

- 1. Contact your supervisor and explain the situation.**
- 2. The supervisor will contact the chair of the department and the director of the clinical experience office to discuss the issue.**
- 3. The chair will meet with both the supervisor and student teacher.**
- 4. Hopefully the problem will be remedied at this stage.**

Depending on the situation, the director may need to remove the student teacher from the placement and find another placement for them. The CE Director will notify the school if this occurs.

**Please note that the decision to change a student teacher's placement is serious and is not taken lightly.*

Strike/Work Stoppage

When issues arise

If there is a Strike or Work Stoppage at your school:

- You must contact the Clinical Experience office right away and let them know.
- You are forbidden from reporting to your school altogether.
- You are forbidden from participating in any school activities.
- You are forbidden to participate as a substitute teacher participate in picket lines, or any similar activities.
- If the strike lasts more than 5 days, you will be placed somewhere else.
- You will not be required to make up time lost from a strike.

Teacher Certification

Teacher Certification

TIMS

The Pennsylvania department of education has initiated an on-line application process for teacher certification known as the Teacher Information Management System (TIMS): www.PA-TIMS.com

During your student teaching semester you need to:

- **Log on to the TIMS system, complete the application process, and pay the required fee electronically.**
- **Make sure you have the following completed and in TIMS before you will be considered for certification:**
 - a. **Basic Skills** (Undergraduates only. This should already be completed --you cannot student teach unless you have passed it.)
 - b. **GPA**
 - c. **PRAXIS/PECT**
 - d. **Degree deferral or program completion**



Teacher Certification

The Process

Once you have met all the requirements in TIMS:

1. The Kutztown University certification officer will recommend through the TIMS website that you have met all PDE requirements.
2. Your application will then be processed by PDE.
3. Following a satisfactory PDE review of your application, your certificate will be issued as a PDF through TIMS.
4. TIMS Certification FAQs:
<https://www.education.pa.gov/Educators/Certification/CertFAQs/Pages/TIMSFAQ.aspx>
5. Contact the Kutztown University College of Education main office if you have any questions about testing/certification.



Clinical Experiences & Partnerships

We are Here to Support You

The Clinical Experiences office is always available and happy to answer any questions or attend to any concerns you may have throughout this process.

Please do not hesitate to contact us for any reason:

Dr. Howie Lessel

Director of Clinical Experiences

222 Beekey Education Center

lessel@kutztown.edu

610-683-4276

Julie Setliff

Office Manager

224 Beekey Education Center

jsetliff@kutztown.edu

610-683-4256





**On behalf of Kutztown University and
the College of Education,
we would like to wish you the very best
during your Clinical Experience.**

You're going to be awesome teachers!