



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

Department of Kinesiology, Sport Studies & Physical Education

TO: All Physical Education Teacher Candidates Applying for Field Experience Placements in *PEP 441, Introduction to Teaching Physical Education (15 hours of field experience)*

FROM: Janet L. Peluso-Militello
Coordinator of Field Experience, Physical Education and Health Education

RE: Field Experience Request for Placements

One component of *PEP 441, Introduction to Teaching Physical Education* is for physical education teacher candidates to obtain field experience in physical education settings. Please note, you should leave at least two 3-hour blocks of free time weekly in your schedule for this 15-hour field experience (commute time should be built into your free time).

TO BE ELIGIBLE FOR A SEAT IN FALL 2012 PEP 441, STUDENTS MUST HAVE A MINIMUM OF 45 COLLEGE CREDITS AND A 2.5 CUMULATIVE BROCKPORT COLLEGE GPA, FOR AT LEAST 12 CREDITS OF WORK, WHERE NO MORE THAN 30% OF THE CREDITS ARE IN ACTIVITY CLASSES BY THE END OF SUMMER SESSION 2012—IF YOU DO NOT ANTICIPATE MEETING THESE REQUIREMENTS, THEN PLEASE DO NOT SUBMIT AN APPLICATION.

TEACHER CANDIDATES IN PEP 441, PEP 442 AND PEP 444, ALONG WITH STUDENT TEACHING, ASSUME RESPONSIBILITY FOR THEIR OWN TRANSPORTATION. TEACHER CANDIDATES IN THE TEACHER CERTIFICATION MAJOR MUST HAVE TRANSPORTATION AVAILABLE TO PARTICIPATE IN A VARIETY OF FIELD-BASED EXPERIENCES; THOSE TEACHER CANDIDATES WITHOUT TRANSPORTATION WILL NEED TO POSTPONE METHODS CLASSES AND/OR STUDENT TEACHING UNTIL THEY HAVE ACCESS TO APPROPRIATE TRANSPORTATION.

You may not secure your own field experience placement. You may not contact any districts; you do not want your contact to be misinterpreted as attempting to make a self-placement. It is our general policy not to place candidates in the district where they attended school or where immediate family members are working or attending school. When you return for the next semester, you will receive your field experience placement in methods class.

At least one field experience or student teaching placement must meet each of the following requirements: a high-needs school (at least 50% of students receive free/reduced lunch/breakfast); children with special needs; and children who are not native speakers of English. These New York State requirements for teacher certification are likely to be met in multiple field experiences and/or student teaching placements. The special needs requirement will be met on campus when enrolled in *PEP 445 Adapted Physical Education*. **Most *Introduction to Teaching Physical Education* students will be placed in the Rochester City School District which will fulfill the high-needs requirement.** To identify high-needs schools in other locations, the Child Nutrition Management System can be used by following these steps:

1. Go to their web site at:
http://portal.nysed.gov/pls/cn_port/mel3_pkg.elig_enroll_query.
2. Scroll down to County and click on the drop-down menu arrow and choose the county.
(county searches are faster than large regions)
3. Scroll down to Claim Period and choose March from the drop-down menu.
4. Go to School Year and enter the previous school year that includes the most recent March date
(i.e., 2000-2001 until March 2002 has passed).
5. Go to Public and check the boxes for Charter School, Other and School.
6. Go to Non-public and check the boxes for BJE Affiliated School, and School.

7. Go to Include % Greater Than and enter 49.
8. Go to Include RA's and check the box.
9. Click on Find. You will be presented with a list of districts and the schools within that district that meet the high-needs formula. In the far right-hand column you will see the % free and reduced lunch/breakfast that identifies a high-needs school. This list of schools with at least 50% may be used as a guide for field placements that would satisfy the intent of the regulation.

PLEASE NOTE THE ATTACHED REGISTRATION PROCESS & UNIT-WIDE APPLICATION DEADLINE POLICY.

In order to begin making arrangements for your field experience, the paperwork necessary to facilitate the field experience placement process is attached. **You must submit a new application each semester when applying for a field experience through the PE Field Experience Office even though an application may have been submitted for a previous semester.** Completion of the materials outlined below does not register you for the course. **You must still go on-line and register.** It is also acceptable to submit an application/obtain a permission key number prior to your scheduled registration time.

I am requesting that you complete, paper clip (DO NOT STAPLE), and submit the following materials to Tuttle North, B-211 (hours 8-4) by Thursday, April 26, 2012 at NOON (for those who have signed a special contract due to a late field experience application, please refer to the earlier due date on your contract):

1. **Field Experience Placement Request Form.** It is acceptable for this form to be handwritten. Brockport College will be viewed as your home base when assigning placements. Although every effort will be made to schedule placements where some candidates may believe that they would be welcomed, and/or to accommodate requests, guarantees cannot be made regarding placement locations or requests.

Field experience application materials can also be found on-line at:

<http://www.brockport.edu/pes/undergrad/teached/index.html>

2. **A resume.** Please refer to the attached resume handouts when designing your resume. Your resume should be word-processed, error-free and represent your best work. Be sure to include any experiences with children (volunteer or paid)—that means all field experiences, including Early Childhood and Adapted. Remember, resumes are never double-sided. If your resume is 2 pages, include your name and “page 2” on the resume. List information in reverse chronological order—most recent first. Only a hard copy of your resume will be accepted, not an electronic one.

Career Services no longer is able to provide resume review via e-mail due to staffing reductions. They have Resume Express (resume reviews) on Mondays and Thursdays 1-3 PM, and if that doesn't work, you can set up an appointment by calling their main number at 395-2159 or stopping into 101 Rakov.

At this point, it is not crucial to include references with your resume. If it is a piece that you elect to incorporate at this time, the Office of Registration and Records will provide you with a packet, which includes instructions and forms for references. The phone number for the Office of Registration and Records is (585) 395-2531 and their fax number is (585) 395-5392.

3. **An unofficial transcript** (Print out a copy from Brockport Banner Web Information System).
4. **Consent Form.** Please complete, sign and date.

If your schedule changes, and/or you will not be taking *Introduction to Teaching Physical Education*, which includes a field experience, please contact me as soon as possible. Please do not hesitate to contact me with any additional questions (I am out of the office for the month of July). I look forward to working with you.

Note: The campus e-mail system (your brockport.edu account) is the official method of communication with candidates. It is the candidate's responsibility to check and respond to e-mail on a consistent basis.

Mrs. Janet L. Peluso-Militello; Coordinator of Field Experience, Physical Education and Health Education
Department of Kinesiology, Sport Studies & Physical Education; The College at Brockport; Tuttle North, Room B-213
350 New Campus Drive; Brockport, NY 14420
Phone Number: (585) 395-5369; Fax Number: (585) 395-5005; E-mail: jpeluso@brockport.edu

Attention: PEP 441 Enrollees
Registration Process
Fall 2012

1.] Pick up a field experience application packet in Tuttle North across from room B-316 and the Teacher Certification Bulletin Board.

2.] Complete the field experience request form and consent form, along with generating a resume and your unofficial transcript (via Brockport Banner Web Information System).

3.] Submit the following by **Thursday, April 26, 2012 at NOON**, to room **B-211** in Tuttle North (between 8 AM and 4 PM, Monday through Friday):

- completed field experience request form
- completed consent form
- resume
- unofficial transcript

4.] A permission key number will be provided to register for PEP 441 at the time all the above field experience application materials have been submitted.

Please note: You still need to register for the class, even though an application is submitted to the field experience office. It is also acceptable to submit an application/obtain a permission key number prior to your scheduled registration time.

FINAL COPY
For Professional Education Council Approval
with Targeted Implementation Date-- Fall 2004

Professional Education Unit Policy on Application Deadlines for Field Experience and Student Teaching Applications

The process involved in obtaining field experience and student teaching placements requires significant time and planning. School districts request ample lead time and very specific protocols for securing placements. In addition, many and varied placements are needed each year to meet the requirements established by the New York State Education Department for teacher certification programs. In order to ensure a process that meets these guidelines and is equitable, timely and efficient for all teacher candidates and school partners, the Field Experience Offices within the Professional Education Unit strictly enforces deadlines for field experience and student teaching applications.

Applications for student teaching and field experience are due on or before the deadline date stated within the appropriate application. Only in special situations (extreme weather conditions, illness, or reasonably unforeseen circumstances), will the Field Experience Office staff extend the deadline.

If the application materials are not received by the designated date, the teacher candidate will have his/her coursework delayed until the next course sequence is offered by the department. This may involve additional time and expense being incurred by the teacher candidate.

All teacher candidates should provide applications that are word-processed, error-free and represent their best written work. Applications with grammatical, spelling and content errors are unacceptable.

Note: This policy will appear on all student teaching and field experience applications within the Professional Education Unit and will be distributed broadly so that all teacher candidates are aware of the implications of this policy. (Advertised on websites, field experience and student teaching handbooks, at orientations, on program applications, in letters and placed in both the undergraduate and graduate catalogs.)

Andrea Welsh

andreawelsh@gmail.com
716-555-5555

College Address

352 Temple Ave.
Brockport, NY 14420

Home Address

42 Maple Grove Road
Pembroke, NY 14981

TEACHER CERTIFICATION

Initial New York State Certification in Physical Education Grade PK-12, September 20xx

EDUCATION

Bachelor of Science in Physical Education, anticipated May 20xx
The College at Brockport, State University of New York, Brockport, NY
GPA: 3.2/4.0

TEACHING RELATED EXPERIENCE

Churchville-Chili School District, Churchville, NY January 20xx- March 20xx
Student Teacher in Elementary School

- Worked with students in small groups and individually to support instructional objectives
- Developed a unit plan that taught students new skills in the game of basketball
- Utilized literacy and differentiation strategies to promote student learning

Churchville- Chili School District, Churchville, NY March 20xx - May 20xx
Student Teacher in High School

- Collaborated with an adapted physical education teacher to organize lessons to make accommodations for students with special needs in Physical Education classes
- Introduced students to different international games to increase their cultural knowledge
- Worked with one on one and in small groups to help further their physical and social skills

Rochester City Schools, School #34, Rochester, NY September –December 20xx

Churchville-Chili School District, High School, Churchville, NY February – May 20xx

Greece Central School District, Longridge Elementary, Greece, NY August –November 20xx

Observations

- Observed students in both urban and suburban settings
- Taught lessons in cross country skiing, basketball and fitness
- Worked with students on a one on one basis to improve motor skills

COACHING EXPERIENCE

The College at Brockport Women's Lacrosse Team, Brockport, NY August 20xx - Present
Women's Assistant Lacrosse Coach

- Direct the mandatory study hall for student athletes three days/week.
- Coach the offense and face-off players.
- Conduct recruiting calls to potential athletes

Andrea L. Welsh

Buffalo Lacrosse Academy, Buffalo, NY

July 20xx – July 20xx

Camp Counselor

- Taught children ages 10-18 the fundamentals of shooting, passing, and face-offs.
- Communicated with parents and other coaches

Amherst Lacrosse Association, Amherst, NY

June 20xx – August 20xx

Camp Coach

- Taught the basics of the game of lacrosse
- Traveled to various tournaments and league games

ADDITIONAL EXPERIENCE

The College at Brockport, Brockport, NY

September 20xx- Present

Equipment Room Worker

- Dealt with customer service to students, faculty and community members
- Organized equipment throughout the office
- Learn new skills on a daily basis

YWCA of Elmira and the Twin Tiers, Elmira, NY

November – August 20xx

Head Lifeguard/ Instructor

- Managed a staff of 10
- Taught swim lessons to children as well as exercise classes to adults
- Helped with paperwork to keep the pool running to our highest expectations
- Supervised the safety of customers in the pool

PROFESSIONAL AFFILIATIONS & ACTIVITIES

NYS AHPERD Member

- Presented at the 20xx NYS AHPERD Conference in Verona, NY
- Presided at the 20xx NYS AHPERD Conference in Verona, NY

Secretary of the P.E. Majors club, 20xx-20xx

Hoops for Heart Participant and Committee Member- 20xx & 20xx

The Hunter Institute on Young Children, Fall 20xx

“Sharing the Dream” Building Community Through Diversity Conference, Fall 20xx

RESUME WRITING

A resume is a summary of your work experience, education, skills and capabilities. It is most often required in the job search and pre-job search processes to demonstrate in writing your potential and skills.

Resume Tips

- ✓ Do place your name, address(es), phone number(s) and e-mail address in large font at the top of your resume. Do include your name on page 2 of the resume.
- ✓ Do take great care in writing and re-writing your resume. This is often the first impression you make with school district representatives; make sure it is positive. Be sure your resume is error-free-no spelling, grammatical or typographical errors.
- ✓ Obtain feedback on your resume by soliciting input from several well-chosen "editors"—perhaps one who knows you well, one who has excellent writing skills, a faculty member, or someone from the College's Office of Career Services.
- ✓ Include resume categories such as: name*, address(es)*, phone number(s)*, e-mail address, objective, education*, certification area(s), work experience, related experience, skills, capabilities, personal qualities, field experiences, references etc.
(*=required categories).
- ✓ List information in reverse chronological order--most recent first.
- ✓ Avoid supplying too much personal information or being too casual in wording or format. This is a business document.
- ✓ There is no need to include high school information. It is assumed that if you are graduating from college, you have graduated from high school or obtained a GED. Do include other colleges attended and show degrees awarded.
- ✓ Include anticipated dates for New York State Certification. NYSED awards certification twice each year. February 1st and September 1st.
- ✓ Use short action phrases to describe experiences. Refer to the included "Action Verb List".
- ✓ Make the resume graphically pleasing and easy to read by using ample "white space", highlighting, boldfacing, bulleting, underlining, various fonts etc.
- ✓ Attach pages together by stapling or simply placing page one on page two. Avoid double-siding resume pages as faxing is often required. .
- ✓ Refer to the included resume sample and the College's Office of Career Services website for further information.

ACTION VERB LIST

COMMUNICATION

SKILLS:

Arbitrate
 Arrange
 Create
 Develop
 Direct
 Lead
 Mediate
 Negotiate
 Persuade
 Sell
 Speak

DETAIL SKILLS:

Arrange
 Classify
 Collect
 Compare
 Compile
 Implement
 Organize
 Record
 Schedule
 Tabulate

HELPING SKILLS:

Attend
 Care
 Cooperate
 Direct
 Empathize
 Guide
 Lead
 Listen
 Mentor
 Perceive
 Relate
 Speak
 Understand

RESEARCH SKILLS:

Analyze
 Collect
 Critique
 Define
 Evaluate
 Examine
 Extract
 Interpret
 Interview
 Investigate
 Review
 Survey
 Synthesize
 Write

TECHNICAL SKILLS:

Assemble
 Calculate
 Compute
 Design
 Devise
 Engineer
 Maintain
 Overhaul
 Program
 Solve
 Train

CREATIVE SKILLS:

Conceptualize
 Create
 Design
 Develop
 Direct
 Generate
 Innovate
 Integrate
 Perform
 Plan
 Visualize
 Write

FINANCIAL SKILLS:

Allocate
 Analyze
 Appraise
 Budget
 Calculate
 Develop
 Manage
 Prepare
 Research
 Solve

MANAGEMENT

SKILLS:
 Administer
 Analyze
 Assign
 Coordinate
 Develop
 Direct
 Evaluate
 Organize
 Plan
 Prioritize
 Recommend
 Supervise

TEACHING SKILLS:

Advise
 Clarify
 Coach
 Coordinate
 Develop
 Enable
 Encourage
 Explain
 Facilitate
 Guide
 Influence
 Inform
 Initiate
 Instruct

SERVICE SKILLS:

Assess
 Assist
 Clarify
 Coach
 Counsel
 Demonstrate
 Educate
 Facilitate
 Familiarize
 Guide
 Refer

Consent to Release Field Experience and Student Teaching Applications to School Districts and/or Internship Sites

PLEASE COMPLETE AND SIGN THE FOLLOWING STATEMENT.

I _____ authorize the Field
(Print Name)

Experience Office at the State University of New York College at Brockport to send copies of my field experience and/or student teaching applications to school districts and/or internship sites as appropriate for my program.

This permission applies to all organizations except the following:

I understand to withdraw this consent, I must do so in writing and that the revocation then applies only to those requests made after that date.

(Signature)

(Date)