



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

**Physical Education Teacher Education
Student Teaching Application Procedures**

Application Due Date

Applications are due to Mrs. Peluso-Militello, Coordinator of Field Experience, Physical Education and Health Science, located in Tuttle North, Physical Education Administrative Wing (Room B-213) by **NOON on Thursday, February 23, 2012.**

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.

What You Need

A Plain File Folder - No binders or sheet protectors.
Dividers - Label each section by name (not by number).
DARS report

Procedures

List your name (directory style--last name, first name) on the tab of the file folder. Folders should only be submitted when they are complete and only "hard copies" will be accepted. Since materials will be submitted to school districts to support your candidacy, they should be **free of spelling, grammatical, and typographical errors.**

Please assemble materials in your folder by section and in the following order:

1. Application/Request Form (ST-1) (fill out and insert in tab 1)

Please submit 4 total copies: This form can be handwritten.

Although every effort will be made to honor your location preferences, no guarantee can be made regarding placement location due to a number of school district factors including teacher availability. 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. Opportunities to plead your case are provided on the application. Some districts may require additional consideration before acceptance, such as interviews or visits. You will be advised of these policies if applicable. Specific information regarding student teaching in NYC will be addressed separately.

**THE COLLEGE AT BROCKPORT
STUDENT TEACHING APPLICATION (ST-1)
PHYSICAL EDUCATION TEACHER EDUCATION**

Name: _____
(LAST) (FIRST) (MI)

Date: _____ Date received (office use only): _____

Semester and year of student teaching placement you are requesting: _____

Banner ID: _____

Date of Birth: _____ Sex: M or F (Circle one)

Home Address: _____ Home Phone: () _____

City: _____ State _____ Zip Code: _____

College Address: _____ College Phone: () _____

City: _____ State: _____ Zip Code: _____

Brockport College E-mail: _____

Cell Phone: _____ Brockport GPA: _____

Transfer Student? Yes or No (Circle one, and if yes, list school) _____

Placement Request:

Identify 3 school district preferences that you would like the teacher certification committee to consider for your placement. Candidates are encouraged to seek placements away from the immediate vicinity of The College at Brockport. Our general policy is not to place candidates where they attended school or where immediate family members are working or attending school. Candidates are responsible for their own transportation.

District Preferences

1. _____

2. _____

3. _____

Describe below or on back any special circumstances that you would like the Teacher Certification Committee to consider in determining your placement.

Name of district and high school attended _____

Is there a school district where family members are employed or attend school? If yes, please state their name, relationship to you, district, and position/role within this school district.

Will you need to fulfill the Adapted Physical Education Concentration experience requirement during student teaching?

_____ Yes _____ No

Security Questions in order to protect the confidentiality of your records:

1.] Where were you born (city/state or if not in US, then city/country)? _____

2.] Mother's maiden name? _____

2. Resume (insert in tab 2)

Please submit 5 total copies AND paperclip all 5 copies together. This must be computer generated. If resumes are 2 pages in length, please staple the 2 pages together. Resumes are not double sided. If your resume is 2 pages, include your name and “Page 2” on the resume (name in left margin; Page 2 in right margin).

List information in reverse chronological order—most recent first. Be sure to include any experiences with children (volunteer or paid, including field experiences).

Resume Assistance

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.

Suggestions for content of the resume and a sample resume and are included below.

SUGGESTED ACTIVITIES TO INCLUDE ON YOUR RESUME

List Volunteer Work/Field Experiences (Camps, Coaching, Teaching – include dates, most recent first):

Include all of your field experience levels (as well as Early Childhood) and lessons taught, along with Empire State Games for the Physically Challenged and Special Olympics, if applicable.

List Sport Experience (High School, Junior College, College, and Recreational Activities – include significant awards/accomplishments and include dates, most recent first):

Include any additional recreational activities.

List Professional Activities/Professional Memberships (Conferences Attended, Presentations, Club Activities – include dates, most recent first).

Be sure to spell the acronyms to memberships correctly!

NYS-AHPERD

AAHPERD

CWZ-NYS-AHPERD

Scholars Day

Phi Epsilon Kappa

Lions Club

D'Agostino Lecture Series

PE Majors Club

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

3. **Oath** – (read, sign and insert in tab 3 – staple if 2 pages)

Student Teaching Policies (Oath)

1. Student teachers will participate in coaching and/or other after school activities within the district. This experience is met at the assigned school district.
2. Student teachers should attend all in-service workshops or meetings that occur during the school day just as other teachers do. They should also attend PTA meetings, faculty meetings, and other professional meetings that the cooperating teacher would attend.
3. College policy requires that student teachers not be allowed to drive automobiles or buses for the purpose of transporting students.
4. By department policy, student teachers should not receive pay for any portion of the assigned experience. (This applies to coaching and teaching while student teaching).
5. Student teachers may not take the responsibility of a substitute teacher in the absence of a faculty member or coach or travel with a team without a certified teacher in attendance.
6. Within the assigned dates of student teaching, students will follow the public or parochial school calendar, rather than that of the college.
7. In cases of illness or emergency, the school, SBTE and college supervisor must be contacted as soon as possible. Any legitimate planned absence for professional conference must be approved by the SBTE prior to the absence.
8. The student's first commitment is to the teaching and coaching experience. The student may not participate in those activities that may jeopardize successful completion of the requirements for student teaching.
9. The workload of the student teacher should be gradually approximated based upon student teacher growth and development during student teaching. All students should be teaching full-time by the start of the second week of student teaching.
10. Student teachers are expected to prepare **DETAILED** units and lesson plans for all assigned classes. All unit plans and lesson plans **MUST** follow the SUNY Brockport protocol.
11. Should the school district in which a student is teaching go on strike, the student should contact the college supervisor and/or the Coordinator of Student Teaching immediately. Strike-bound school districts will be vacated and the student teacher will return to campus for possible reassignment. Student teachers may not participate in the strike in any way.
12. School districts are not liable for personal injury to a student teacher except in cases where the school district can be found negligent. Each student is responsible for his/her own health insurance coverage (college or independent coverage suggested).
13. Student teachers are required to inform the supervisor of any changes in student teaching activities.
14. Student teachers must report to the supervisor if there has been a conviction of a felony or there is a felony action pending. Note: Any one of these factors may prohibit or delay the student's practicum teaching experience.

15. Student teachers are expected to act in a professional manner at all times. Use of profanity, sexual overtures, alcohol, drugs, or other acts of unprofessionalism will result in immediate removal from the student teaching experience and failure of the course. Further disciplinary actions may also be taken.
16. Student teachers who are released from student teaching by a district will fail their student teaching experience.
17. The Department has the right to remove a student from student teaching if the candidate exhibits any behaviors that are considered questionable or inappropriate.

Student Teaching Oath

I ACKNOWLEDGE THAT I HAVE CAREFULLY READ THE DEPARTMENTAL AND/OR COLLEGE POLICIES REGARDING THE STUDENT TEACHING PRACTICUM, AND I AM AWARE OF MY RESPONSIBILITIES AS A STUDENT TEACHER, AND I AGREE TO ABIDE BY ALL THE POLICIES DURING STUDENT TEACHING.

NAME OF APPLICANT IN FULL (PRINT):

SIGNATURE OF APPLICANT: _____

DATE: _____

4. **Pre-Student Teaching Contract** (read, sign and insert in tab 4 - staple pages)

**Physical Education Teacher Education
Pre-student Teaching Contract**

The following presents conditions that must be adhered to in order to facilitate the placement of physical education student teachers. No exceptions will be made to these rules.

1. Student teaching applications are due on **Thursday, February 23, 2012 at noon** and are to be delivered to Mrs. Peluso-Militello's office in Tuttle North, Physical Education Administrative Wing (Room B-213).
2. All students must pass the Health-Related Physical Fitness Test. This test is administered in PES 315 – *Fitness for Healthful Living*. **If you have a condition that will prevent you from taking and/or passing any fitness test item, you must provide a documented explanation from a physician to Dr. Houston-Wilson by May 1, 2012.** Dr. Houston-Wilson will attempt to identify alternative test items or standards consistent with your medical condition. Failure to produce a documented excuse by the date indicated will result in disqualification from student teaching for the *Fall, 2012* semester. You may re-apply for *Spring, 2013*. If for some reason you did not take PES 315, please see Dr. Houston-Wilson immediately.
3. It is recommended that candidates pass the LAST portion of New York State Teacher Certification Exams prior to student teaching. Application materials can be picked up at the Office of Career Services in Rakov or can be obtained on-line at: www.nystce.nesinc.com. Candidates should take the ATS-W (elementary or secondary version acceptable) this semester (if you have not already done so) and the CST-PE during their student teaching experience. All tests must be passed prior to obtaining initial New York State Teacher Certification.
4. Student teaching is designed to be the candidate's final requirement before graduation. Therefore, **all college requirements must be met prior to student teaching.** In order to ensure that candidates are prepared to go student teaching it is recommended that candidates do the following:
 - Print out a copy of your DARS report off Banner,
 - Schedule an appointment with your advisor
 - Review it carefully
 - Any noted discrepancies – SEE DR. HOUSTON-WILSON IMMEDIATELY

The following is a list of requirements that must be met prior to student teaching:

- at least 108 credits completed prior to student teaching
- all general education requirements completed
- all physical education major requirements completed
- all teacher certification courses completed (a grade of C or better is required for all teacher certification methods classes, 5-credit elective pool classes, and activity classes)
- a minimum GPA of 2.0 attained in the *major* (transfer grades do not count)
- a minimum *overall* GPA of 2.5 attained (transfer grades do not count)

*Please note that **Summer Session 2012** may not be used to attempt to meet either of the two GPA requirements. Successful **Fall 2012** student teaching applicants must meet both GPA requirements by the end of **Spring 2012**. **Summer Session 2012** may be used to fulfill any other outstanding requirements provided the student has met the two GPA requirements (and provided that other requirements are “available” during the **Summer** Session).

5. **First Aid and CPR**

Student teachers are required to have First Aid Responding to Emergencies or First Aid for Coaches and CPR for the Professional Rescuer. Cards must be current during student teaching. Original cards will be reviewed at the Student Teaching Seminar. Those who do not have current cards will be required to participate in the First Aid and/or CPR workshops as needed during student teaching seminar. Additional information regarding acceptable forms of certification for First Aid and CPR are included in the packet.

6. **Aquatics**

The aquatics requirement may be met in one of the following ways:

Pass PES 214 Intermediate Swimming or equivalent with a grade of C or better

Pass a Lifeguard Training course with a grade of C or better

Pass a Water Safety Instructor course with a grade of C or better

Students wishing to take a non-credit bearing Lifeguard Training or WSI class must have the class approved by Dr. Houston-Wilson prior to enrolling in the class.

Students who already hold a Lifeguard Training or WSI card must have the card approved by Dr. Houston-Wilson prior to student teaching.

Please note that first aid, CPR and aquatics cards will be collected and reviewed on Thursday of Student Teaching Seminar. Do not include these cards with your application folder.

7. Once all application materials have been approved, the placement coordinator will begin to solicit student teaching sites. Candidates have an opportunity to request a placement, however, placement requests are not guaranteed. We will do our best to accommodate your requests but it is our job to get you a student teaching placement – not yours. Do not attempt to secure a student teaching placement site. Check the Teacher Certification Bulletin Board for your placement daily. Once your name is posted, report to B-211 and pick up your placement information. Read the information sheet carefully and follow what it states as to the next steps. Please do not let your placement sit in B-211.

If you adhere to the policies set forth in this document then you will be off to a good start for student teaching. Please feel free to contact Mrs. Janet Peluso-Militello (Tuttle North, room B-213; (585) 395-5369; jpeluso@brockport.edu) or Dr. Houston-Wilson (Tuttle North, room B-313; (585) 395-5352; chouston@brockport.edu), regarding any questions you have about student teaching.

If you agree to abide by the rules set forth in this document, please sign below. Failure to submit this signed form will result in ineligibility to student teach at The College at Brockport.

(Student name – print)

(Student signature)

(date)

Mrs. Janet Peluso-Militello

Spring 2012

(Field Placement Coordinator)

Dr. Cathy Houston-Wilson

Spring 2012

(Coordinator, PETE Student Teaching)

5. **Are You Ready to Go Student Teaching?** (complete and insert in tab 5)

Are You Ready to Go Student Teaching?

Name _____

Print out a copy of your DARS report. Include the report in this section. Circle any NO and minus (-) you see and explain how this requirement is being met (typically transfer in or waived) below:

The following has a NO (-):

This requirement has been or will be met in the following way:

Put a check mark next to each item if you meet the criteria or indicate IP – in progress. If you do not have a check mark next to each item and the requirement is not currently being fulfilled, see Dr. CHW immediately for advisement.

_____ SUNY Brockport GPA at or above 2.5 (transfer grades are not factored into your DARS report GPA and do not count as part of a SUNY Brockport GPA)

_____ General Education Classes have either been completed or are In Progress

_____ Physical Education Major GPA at or above 2.0

_____ Old Physical Education Major includes at least 33 credits Completed or In Progress

_____ Old Physical Education Major includes PES 413, PES 414 or PEP 443, PES 420
plus one elective
Indicate elective here _____ Completed or In Progress

_____ Old Teacher Certification Classes include PEP 441, 442, 444, 445, 483 Completed or In Progress

_____ New PETE Major Content Core includes PES 305, 315, 325 or 336, 335, 439 or 345
plus one elective
Indicate elective here _____

_____ New PETE Major Professional Core includes 441, 451, 443, 442, 310, 444, 342, 445, 483

_____ Grades of C or better in all PEP Teacher Certification Classes

_____ 5 Credits of Professional Electives (PEP) are Completed or In Progress with a C or better

_____ Activity Classes are Completed or In Progress with a C or better

_____ Aquatics Requirement

PES 214 Intermediate Swimming or equivalent or Lifeguard Certified or Water Safety Instructor Certified – verification for classes not taken at a college and not indicated on your DARS will be required. See Dr. CHW for more details.

_____ Current throughout student teaching First Aid Responding to Emergencies Card or First Aid for Coaches

_____ Current throughout student teaching CPR for the Professional Rescuer

- **This section will not be reviewed by the Field Experience office or Student Teaching Coordinator. This section is for your information so that you can take the necessary steps to ensure your ability to go student teaching. You are required to complete and submit this paperwork.**

Please sign here indicating you have read and fully understand this statement

Student Teacher Applicant Signature _____

6. **Consent Form** (read, sign and insert in tab 6)

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)

7. **Application for Graduation** (insert in folder - tab 7)
The “Application for Graduation” form can be found by going to the Registration and Records link at: <http://www.brockport.edu/registrar/forms.htm>.

Additional Information:

Official Notifications

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.

Coaching

All student teachers must coach a sport during the student teaching experience. Coaching may occur at any level from modified to varsity. Coaching must occur in the district where you are student teaching. You may not be a head coach at any level, may not be paid for coaching, and should never be alone with the team. College policy requires that student teachers not be permitted to drive automobiles or buses for the purpose of transporting students.

Once you receive your assignment, please contact the district’s athletic director to coordinate a *coaching assignment*—this is your responsibility; the field experience office does not facilitate this assignment for you.

Student-Athletes who wish to participate in intercollegiate athletics during the student teaching experience may do so as long as participation does not overlap in terms of time commitments with the student teaching and the assigned coaching experience. Such athletes must have their coach inform the Coordinator of Student Teaching and the College Athletic Director of their desire to do so. Students are strongly discouraged from this practice due to the time commitment, rigor and expectations of the student teaching/coaching experience, however, consideration will be given to this request. Students in violation of this policy are subject to disciplinary actions.

Child Abuse/SAVE Training

This requirement was/is met in either HLS 301, PRO 370, or at another institution if you were present when the training took place. On-line versions of these training are available if it is determined that you have not met this requirement (www.childabuseworkshop.com)

Completion of these workshops are noted on transcripts from either Brockport or your transfer institution. For further information contact the certification office at 585-395-5654 or Brown Building Room 265. PE does not coordinate this aspect of your certification.

Fingerprinting

NYS requires that all teachers be fingerprinted in order to receive initial certification. Some school districts require fingerprinting prior to student teaching. A tentative list of districts that currently require fingerprinting prior to student teaching is listed below—please verify with all/any assigned district(s). Fingerprint packets are available opposite the Teacher Certification Bulletin Board. Please see Dr. CHW if additional packets are needed.

Albion Central School District
Amityville Central School District
Arlington Central School District
Auburn City School District
Bethlehem Central School District
Binghamton City School District
Brockton Central School District
Carthage Central School District
Chautauqua Lake Central School District
Chenango Forks Central School District
Chester Union Free School District
Churchville-Chili Central School District
Cleveland Hill Union Free School District
Cobleskill -Richmondville Central School District
Commack Union Free School District
Connetquot Central School District
Copiague Union Free School District
Cortland City School District
Elmont Union Free School District
Fabius-Pompey Central School District
Fallsburg Central School District
Farmingdale Union Free School District
Gananda Central School District
General Brown Central School District
Glen Cove City School District
Hauppauge Union Free School District
Jericho Union Free School District
Johnstown City School District
Kendall Central School District
Lewiston-Porter Central School District
Longwood Central School District
Lynbrook Union Free School District
Manhasset Union Free School District
Massapequa Public Schools
Middle Country Central School District
Monroe-Woodbury Central School District
New York City
Newark Central School District
Newfane Central School District
Newark Valley Central School District
Newburgh City School District
Northport-East Northport Union Free School District
Pavilion Central School District
Peekskill City School District
Port Jefferson Union Free School District
Poughkeepsie City School District
Royalton-Hartland CSD
Rye Neck Union Free School District
Sauquoit Valley Central School District
Sayville Central School District
Scarsdale Union Free School District
Schalmont Central School District
Schenectady City School District
Smithtown Central School District
Solvay Union Free School District
South Huntington Union Free School District
South Seneca Central School District
Uniondale Union Free School District
Utica City School District
Wappingers Central School District
Warsaw Central School District
Watkins Glen Central School District
Watertown City School District
Waverly Central School District
West Islip Central School District
Wetbuck Central School District
Wilson Central School District

Only prior fingerprinting done for a school district are acceptable forms of fingerprints. Daycare, other forms of employment, or other reasons for fingerprinting do not meet the Department of Education requirements needed for teaching.

Bulletin Board

It is your responsibility to check the PETE Bulletin Board daily. Please do not remove any materials from the Bulletin Board as other candidates also rely on that information. As student teaching assignments become available, candidate names will be posted on the bulletin board, including instructions as to procedures for follow-up.

Identification Protocol

Candidates must present photo identification to pick up all personal student teaching materials and/or placements.

Out of State Teaching Policies

The PETE program at The College at Brockport is designed to prepare students to become certified to teach in New York State. As such, it is the expectation that all students in the program will Student Teach in New York. On rare occasion, however, there may be a situation where a student's personal circumstances might warrant consideration for a student teaching placement out of state. In such a situation the following procedures should be followed:

1. The student should submit a letter/email to the Student Teaching Coordinator (or Field Placement Coordinator if indicated) clearly stipulating the reason for requesting a placement out of state. The letter (and any supporting documentation) should be submitted no later than the time all applications for student teaching are due.
2. The Coordinator of Student Teaching will confer with the PETE Committee to render a decision regarding the request.
3. The Committee will review the request and render a decision based on the following criteria:
 - a. The student must have a GPA of 3.0 or higher at the time of the application.
 - b. There must be a compelling reason for the request (e.g., personal hardship, family commitments or responsibilities, health reasons, etc.).
 - c. The student must have demonstrated a high level of responsibility and professionalism during his or her work in the department leading up to the student teaching semester.
 - d. There must be a school district in the geographical area the student has requested which would be willing to host the student, including a willingness to work with the department's requirements and evaluation systems.
 - e. There must be a professional with expertise in physical education teacher education in the geographical area the student has requested who would be willing to serve as an adjunct supervisor on behalf of the department. Typically this would be an individual from a local college or university with a physical education department or a supervisor affiliated with the school district.
4. The Coordinator of Student Teaching will notify the student in writing of the Committee's decision. Ordinarily a decision will be made within 28 days of the receipt of the request.
5. The Coordinator of Student Teaching will work with the Coordinator of Field Experiences and the teacher candidate to secure a placement and an adjunct supervisor.
6. The student will agree to attend all on-campus seminars. In some instances (depending on distance from Brockport) the student may be excused from the mid-semester seminar. In such cases, the student will be required to make-up any missed work and/or submit appropriate documents.

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.)

12-03

YOU MAY NOT IN ANY WAY ATTEMPT TO SECURE YOUR OWN STUDENT TEACHING PLACEMENTS. ALL PLACEMENTS ARE ARRANGED BY MRS. PELUSO-MILITELLO, THE FIELD PLACEMENT COORDINATOR.

**PLEASE DIRECT ANY PLACEMENT QUESTIONS TO:
MRS. JANET PELUSO-MILITELLO
COORDINATOR OF FIELD EXPERIENCE, PE AND HEALTH SCIENCE
TUTTLE NORTH, ROOM B-213
PHONE: (585) 395-5369
FAX: (585) 395-5005
JPELUSO@BROCKPORT.EDU**

OFFICE HOURS: MONDAY THROUGH FRIDAY, 9 AM - 5 PM

**COURSES ACCEPTED AS MEETING
THE COACHES FIRST AID AND CPR REQUIREMENT AS OF
AUGUST 2011**

*FIRST AID -All cards must be renewed every 3 years or per certifying agency requirements- NO ONLINE COURSES ARE ACCEPTED

1. A State Education Department approved agency that offers First Aid using the SED course outlines and time requirements: 12 hours initial; 5.5 hours update (valid for 3 years) (www.emsc.nysed.gov/ciai/physed.html -Click on Toolkit, then on Approved Coaching Courses)
2. American Red Cross:
 - a. Responding to Emergencies NOW VALID FOR ONLY 2 YEARS per ARC
 - b. Lifeguard Training (meets FA & CPR certification)
 - c. NYS First Aid for Coaches
3. NYS DOH/Bureau of Emergency Medical Services:
 - a. Certified First Responder (meets FA & CPR certification)
4. National Safety Council:
 - a. Advanced First Aid, CPR & AED (meets FA & CPR certification)

*ADULT CARDIOPULMONARY RESUSCITATION (CPR)- All cards must be renewed every 1- 2 years per certifying agency requirements- NO ONLINE COURSES ARE ACCEPTED

1. A State Education Department approved agency that offers CPR using the NEW SED course outline and time requirements: 2.5 hours initial; 1.5 hours update (must be renewed every 2 years to be valid) check out www.emsc.nysed.gov/ciai/physed.html -Click Toolkit, then on Approved Coaching Courses)
2. National Safety Council (NSC):
 - a. CPR/AED Course
 - b. Advanced First Aid, CPR & AED
3. American Heart Association Courses (AHA):
 - a. Advanced Cardiac Life Support (ACLS)- (credited only for CPR/AED)
 - b. Basic Life Support for Health Care Providers (BLS)
 - c. Heartsaver AED (includes CPR)
4. American Red Cross Courses (ARC):
 - a. Adult CPR/AED
 - b. CPR/AED for the Professional Rescuer (credited for CPR and AED)
 - c. Lifeguard Training (credited for both CPR and First Aid)
5. American Safety & Health Institute (ASHI)
 - a. Adult CPRIAED

SED does not require the following to have separate certification in First Aid to coach, HOWEVER A VALID CPR CERTIFICATE WILL BE REQUIRED: a. All Nurses b. Physician- Physician Assistant

c. Certified EMT/Paramedic d. Certified Athletic Trainer e. Fire & Police Officers (full time)

*For further clarification on other specific First Aid/CPR certifications not listed, please contact the Associate in Physical Education at (518) 474-5922.

PETE STUDENT TEACHING IMPORTANT DATES

Fall 2012

ON-CAMPUS SEMINARS:

Thursday, August 23rd

Friday, August 24th

BOTH DAYS, 8 AM – 4 PM

STUDENT TEACHING QUARTER 1:

Tuesday, September 4th – Friday, October 19th

ON-CAMPUS SEMINAR:

Monday, October 22nd

8 AM - 4 PM

STUDENT TEACHING QUARTER 2:

Tuesday, October 23rd – Tuesday, December 11th

ON-CAMPUS SEMINAR:

Wednesday, December 12th

8 AM - 4 PM

Procedures for Student Teaching in New York City

If student teaching in NYC through the SUNY Urban Teacher Education Center (SUTEC) is a consideration for you, please also complete, and include in your folder, the SUTEC student teaching application that can be accessed at www.suny.edu/sutec (click on the “Student Teaching Opportunities” link). **Please include 2 completed copies.**

Allocation of SUTEC/Parkchester Housing (located in the Bronx):

The SUTEC Advisory Board has established a policy whereby each participating campus will receive an initial housing allocation for one student, provided that the student’s **application is postmarked by the appropriate deadline (see below)**. The additional housing spots will be assigned on a first come first served basis, based upon the postmark date of the envelope containing the \$300 commitment deposit, made payable to “The Research Foundation of SUNY.” The Parkchester Housing spots are gobbled up quickly.

Application forms are available on the SUTEC website: www.suny.edu/sutec (downloadable from the SUTEC Student Teaching Opportunities link) and should be mailed as soon as possible to:

Ms. Natalie Lukas, Acting Director

SUNY Urban Teacher Education Center

Department of Education Office-Room 301 C

65 Court Street

Brooklyn, NY 11201

The \$300 "security deposit" (made payable to "The Research Foundation of SUNY") is refundable if housing is not available. However, if you accept an available housing assignment at SUTEC/Parkchester and then choose to "drop out" of the program, the "security deposit" is not refundable--since it will be too late to re-assign that room to another student.

Be sure to answer “yes” to the appropriate questions on the housing application when applying for the housing SUTEC grant award. The SUTEC Grant Award, \$2,000 paid to the SUNY Research Foundation, is the sum of money that SUTEC adds to your SUTEC/Parkchester housing fee of \$2600 to cover the \$4,600 actual cost of the SUTEC/Parkchester semester housing. It is an automatic component of the SUTEC/Parkchester housing acceptance.

Check out/view SUTEC housing at www.parkchesternyc.com.

There may also be “luxury” dorm-style housing opportunities in Brooklyn (Downtown), or the Upper Eastside on 97th and 3rd Avenue, offered by Educational Housing Services (EHS). The website address is www.studenthousing.org. For further information concerning this EHS housing opportunity, please contact Natalie Lukas, SUTEC Acting Director, at 718-935-5515 or Natalie.Lukas@suny.edu.

Webster Apartments in Manhattan (419 West 34th Street, between 9th and 10th Avenues) is also a possibility, but accommodates only females.

Natalie Lukas welcomes calls to discuss a variety of housing options.

It is also recommended not to give a deposit to anyone over the Internet.

SUTEC/Parkchester Housing Application Deadline:

February 15 for Fall

October 1 for Spring

SUTEC Student Teaching Application* Deadline:

Last Friday in October

Last Friday in March

*Fingerprints can be facilitated using the OSPRA 104 form (available online at the NYCDOE website: www.schools.nyc.gov); include a copy with your application.

Fingerprinting and the New York City Department of Education (NYCDOE) Regulations:

The NYCDOE new regulations require all student teachers to be registered, fingerprinted, and issued a picture ID prior to being allowed to begin their student teaching. It is strongly recommended that students who are doing their student teaching in New York City have their fingerprinting done at the office of the NYCDOE at 65 Court Street, Brooklyn, NY 11201, where it can be processed on the same day. **You will not be allowed to begin your practicum until your prints are cleared and filed at the NYCDOE.**

To have your prints rolled at the NYCDOE (65 Court Street; Brooklyn, NY 11201):

When you arrive at the NYCDOE, you should report to the 3rd floor receptionist and let her know that you are a SUNY student teacher. The receptionist will give you a referral form which you will take to the Office of Personnel Investigation in room 102 on the first floor. The cost for the fingerprinting process is currently \$94.25. Acceptable forms of payment are:

- Money Orders (payable to NYCDOE/DHR)
- Personal Checks (payable to NYCDOE/DHR)
- Credit Card (Visa, MasterCard, or Discover)

If students have their fingerprints on file at some agency other than the NYCDOE (for example, the NYS Education Department, etc.), you will still have to report to 65 Court Street for a photo ID and must submit the OSPRA 103 packet which authorizes the “other” agency to forward the fingerprinting results to the NYCDOE. The OSPRA forms are available online at the NYCDOE website: www.schools.nyc.gov. If students have a clearance letter from the NYS Education Department in their possession, they should attach a copy of the letter to their OSPRA 103 packet to expedite the process of being cleared by the NYCDOE. Please take note of the fact that the NYS Education Department may take several months to process the OSPRA 103 forms and send them to the NYCDOE.

If you were previously fingerprinted by NYCDOE you do not need to be re-printed for NYS Certification. Please complete an OSPRA 104 form and submit the completed form to NYCDOE. If you have a clearance letter from the NYS Education Department you should attached a copy of the letter to your OSPRA 104 form.

For additional information about fingerprinting visit:

<http://schools.nyc.gov/Offices/DHR/MostPopularClicks/Fingerprinting.htm>

For further information concerning the fingerprinting process, please contact Regina Anderson, SUTEC Administrative Assistant, at 718-935-5515.

The New York City Department of Education requires all student teachers completing his/her student teaching experience in a New York City public school to register online prior to the start of your student teaching experience. The link to the portal is <http://nyc.teacherssupportnetwork.com/studentteacher/Home.do>. **WHEN REGISTERING YOU MUST SELECT SUTEC AS YOUR College/University.** A registration confirmation letter will be available to print once you have completed the registration form. You will be required to submit your proof of registration letter to your host school(s) upon arrival. Once you have completed your registration, you will have access to a letter that will allow you to have your fingerprints taken at the NYCDOE if you have not already been fingerprinted. The letter can be found on the top left hand box of your profile page. Information on fingerprinting requirements will also be available. If you have any questions, please contact the student teacher hotline at 718 935-2516. For technical assistance please contact the Teacher Support Network at 1-877-DOTEACH (368-3224).