Placement Guidelines for Student Teachers

1) **ALL ASSIGNMENTS ARE CONTINGENT ON THE FOLLOWING:**
   A. *Current Fingerprint Clearance* – Students are not allowed to student teach *WITHOUT* fingerprint clearance. It is the student’s responsibility to obtain and bring in the fingerprint clearance card, so the Office of Field Experiences can make and retain a copy of the card with the student’s file. You must bring in the actual card, not a photocopy.
   B. *Coursework Completion* – All student teaching assignments are contingent on eligibility, including completion of required degree coursework and successful completion of courses in which the student teacher is currently enrolled prior to student teaching.
   C. *Signed Agreement Form (see next page)* – No assignments are confirmed until the completed Agreement Form is returned to the Office of Field Experience, using the following procedures:
      I. Once you are assigned a cooperating teacher, call or email him/her within 2 days. Arrange a time as soon as possible to meet with the cooperating teacher and observe him/her teach.
      II. Meet the teacher and observe in the classroom at the scheduled time. This should be done as soon as possible.
      III. If the cooperating teacher and principal agree to the placement, the “Student Teaching Agreement Form” (next page) must be signed by the cooperating teacher, principal, and student teacher.
      IV. The student teacher must return the completed Agreement Form to the Office of Field Experience mailbox in Music Building, room 109, by the deadline printed on the Agreement Form.
   D. *Student Teacher Clearance Forms (only for TUSD and Sahuarita placements)* – This form needs to be completed for those assigned to student teach in TUSD or Sahuarita School District. These will be provided as a separate form.

2) **STUDENT TEACHER GUIDEBOOK**
   Students are required to read the current “*Student Teacher Guidebook*” prior to student teaching. The handbook can be found online at http://cfa.arizona.edu/students/office-of-field-experience/.

3) **BEGINNING DATE AND SCHEDULE HOURS AT YOUR SCHOOL SITE**
   Students are expected to begin student teaching at their respective school sites on the day their cooperating teachers return from summer or winter break (depending on the semester the student completes student teaching), usually this is BEFORE the University’s classes begin. Hours will be the same as the required hours of the cooperating teacher, and student teachers will be expected to attend faculty meetings and school events that the cooperating teacher is also expected to attend.

4) **STUDENT TEACHER PROFESSIONAL DEVELOPMENT CONFERENCES**
   Students are required to attend both Student Teacher Professional Development Conferences: the first will be scheduled at the end of this semester and the second at the beginning of their student teaching semester. Students will also attend the Career Advisement Session toward the end of their student teaching semester.

   Dr. Karin K. Nolan
   Coordinator of Field Activities, College of Fine Arts
   knolan@email.arizona.edu
   http://cfa.arizona.edu/students/office-of-field-experience/
TEACHER CANDIDATE PLACEMENT AGREEMENT FORM

Completed by STUDENT TEACHER

Name:__________________________________________________________

Content Area(s):____________________________________ Grade Level(s) Assigned: ______________________

Cooperating Teacher:_______________________________________________

School Name(s):_______________________________________________

School District:_________________________________________________

By signing below, I acknowledge the following:

I accept responsibility for reading and abiding by all information/procedures listed in the Student Teacher Guidebook. I understand attendance for student teachers at all student teaching seminars and Office of Field Experiences conferences is MANDATORY.

Start Date for contracted teachers next semester for your school (date when contracted teachers are required to start reporting to work for the semester): _____________

If all parties agree to the above student teaching placement, please sign below.

____________________________________________________                    ______________________
Student Teacher Signature            Date

____________________________________________________                    ______________________
Cooperating Teacher Signature                 Date

____________________________________________________                    ______________________
School Principal/VP/Administrator Signature          Date

Paperwork Drop-off Hours are M-F 8am-5pm in Room MUS 109.