Student Teacher Orientation

Dr. Karin Nolan
Contact Information

Dr. Karin Nolan, Director of Field Experiences

- Office: Music Bldg., Rm. 159
- Mailbox: Music Bldg., Rm. 109
- Email: knolan@email.arizona.edu (best)
- Website: www.cfa.arizona.edu/students/office-of-field-experiences
Congratulations!

Student teaching is the most important step in your arts education career.
Application and Placement Process

- All application materials are due in **TWO WEEKS** to be considered for student teaching next semester
- See deadline on website
3 Parts to ST Semester

1. The day-to-day teaching at your placement site
2. Office of Field Experience meetings (3 meetings within the next year)
3. Regular seminars in the evening on campus
Your Priorities for Placement

- Communication with your major professor about your specific needs and placement.
- Getting all of your materials turned in before the deadlines.
Step 1: Fingerprinting

- You will turn in a photocopy of your card with your application packet.
- Current, accurate fingerprint clearance card in order for you to student teach.
  - If your card has the wrong name, you need to order a replacement card through the Arizona Department of Public Safety. This takes a couple of weeks.
Step 2: Register for NES Test


Assessment of Professional Knowledge: Secondary

- 100 multiple-choice questions, 1 case study written assignment, and 1 work product written assignment
- Test is Required for Certification
- $95, 3 hours long, & computer-based at their testing center
Step 3: Schedule a meeting with your Advisor & Prof ASAP

- Print out your Coursework Checklist ([website](#))
  - Bring your Coursework Checklist and printed out transcript from UAccess all these meetings:
  - Schedule a meeting with your academic advisor to fill out your Coursework Checklist
  - Then, schedule a meeting with your major academic professor to complete the coursework checklist.
  - Dr. Ryan Shin (art) or Dr. Karin Nolan (music)
Step 4: Read the Standards and Sign the Contract

- From our website, Print/Fill out your Application and read all professional standards in the Student Teacher Guidebook (from website).
- Then sign the contract (last page of your application).
Step 5: Perfect your Résumé

- With your application and coursework checklist, you will also submit a professional ONE-PAGE résumé on nice paper.

- Don’t staple it to anything
Step 6: Turn In Application Packet to Mailbox:

- your application with professional standards contract signed
- coursework checklist with NES test date
- fingerprint clearance card photocopy
- résumé

All due in TWO WEEKS to my mailbox (MUS 109) by 3pm! See deadline on website.
Go to our website for information and all forms:
http://cfa.arizona.edu/students/office-of-field-experience/
Recap: Within two weeks, do the following…

- Get a photocopy of your fingerprint card (front and back)
- Register for your NES test and sign up for a date/time this semester (if you haven’t already passed it)
- Meet with your academic advisor to sign the Coursework Checklist
- Meet with your major professor to fill out the Coursework Checklist
- Read standards and sign contract
- Fill out the application
- Perfect your résumé and print a nice copy

**COMPLETE APPLICATION IS DUE BY DEADLINE IN 2 WEEKS!**
Placement Process

- Recommendations come from your major professors.

- When approved for placement, you receive an email with: Potential Student Teaching Assignment, Agreement Form, and Clearance Forms.
After Agreement Form arrives:

- Call your assigned potential cooperating teacher within 2 days and arrange a time as soon as possible to meet and observe him/her teach.
- Observe as many times as needed; get form signed by teacher and principal.
- Drop-off the signed Agreement Form and Student Teacher Clearance Forms by the due date listed on the Agreement Form (approx. 2 weeks after it’s issued).
Other Important Items
GPA and Coursework

- All coursework must be completed this semester
  - For fall student teachers, you are allowed to take Pre-session and Summer I.

- GPA Minimum Requirements:
  - Music: 3.0 major, 3.0 cumulative
  - Art: 3.0 major, 2.5 cumulative

- Note: all major coursework must be passed with a C or better.
AZ/US Constitution

- **AEPA Exam** ($90, 2 ½ hours, 100 multiple choice questions)

Or

- **Take the class and get it transferred to the UA transcripts**
Finances

- Start planning now for finances during your student teaching semester

- Expectation is Student Teaching is your ONLY “job” next semester
Dates to Add to Calendar

- Make sure to check the website and click on your student teaching cohort semester and add dates/times for:
  - Deadline for Completed Student Teacher Application Packets to mailbox
  - Professional Development Conference, Part I
  - Professional Development Conference, Part II
  - Career Advisement Session