



COLLEGE OF FINE ARTS



# Student Teacher Orientation

Dr. Karin Nolan

# Contact Information

Dr. Karin Nolan, Director of Field Experiences

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- Website:  
[www.cfa.arizona.edu/students/office-of-field-experiences](http://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

- <http://www.aepa.nesinc.com/>

### 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

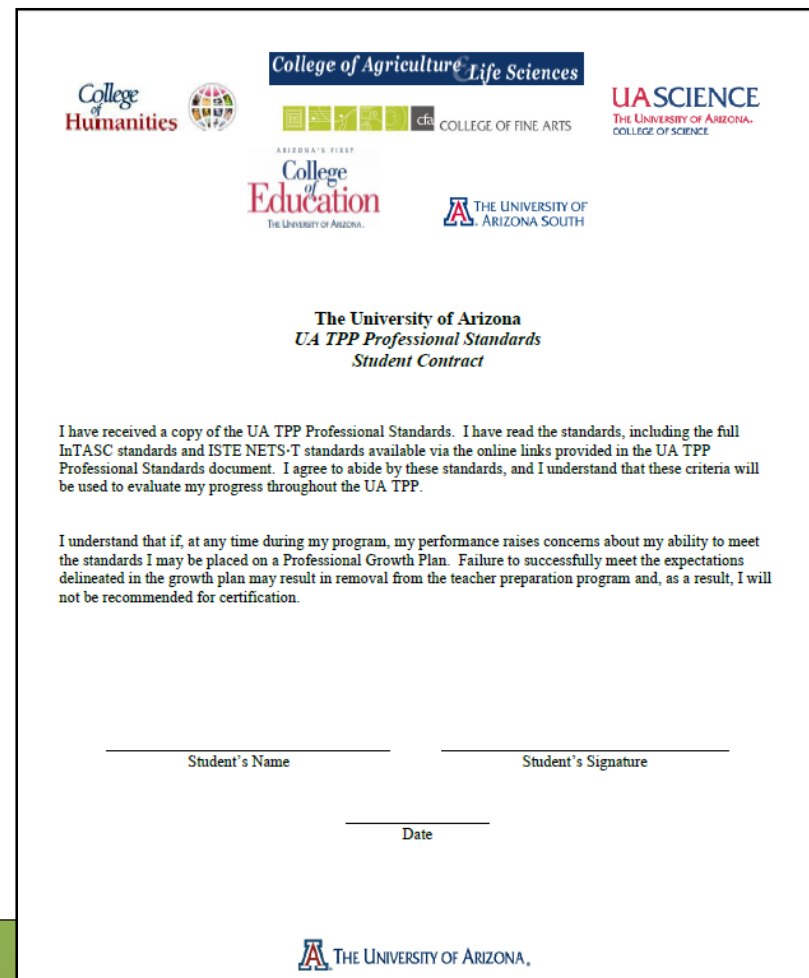



## Step 3: Schedule a meeting with your Advisor & Prof ASAP


- 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).




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 COLLEGE OF FINE ARTS

UA SCIENCE  
THE UNIVERSITY OF ARIZONA,  
COLLEGE OF SCIENCE

ARIZONA'S FIRST  
College of Education  
THE UNIVERSITY OF ARIZONA

 THE UNIVERSITY OF ARIZONA SOUTH

**The University of Arizona**  
*UA TPP Professional Standards*  
*Student Contract*


I have received a copy of the UA TPP Professional Standards. I have read the standards, including the full InTASC standards and ISTE NETS-T standards available via the online links provided in the UA TPP Professional Standards document. I agree to abide by these standards, and I understand that these criteria will be used to evaluate my progress throughout the UA TPP.

I understand that if, at any time during my program, my performance raises concerns about my ability to meet the standards I may be placed on a Professional Growth Plan. Failure to successfully meet the expectations delineated in the growth plan may result in removal from the teacher preparation program and, as a result, I will not be recommended for certification.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

 THE UNIVERSITY OF ARIZONA,

## 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/>

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College of Fine Arts

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## Office of Field Experience

**CONTACT INFORMATION**  
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Mailbox: Music Building, Room 109  
Office: Harvill Building, Room 126B

- Student Teacher Resources
- University Supervisors
- Dates-at-a-Glance
- Applying to be a Student Teacher
- Student Teaching in Spring 2017
- Student Teaching in Fall 2017
- Student Teaching in Spring 2018
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- Teacher Certification

### Students

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- ▶ Graduation Convocation

# Recap: Within two weeks, do the following...

- Get a photocopy 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 Consitution

- 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