

STUDENT TEACHING PACKET

Office of Teacher Education and School-based Support Services 2009-2010

TO BE USED FOR ONE STUDENT TEACHING PLACEMENT

Please use the checklist below for a smooth running student teaching experience with the Office of Teacher Education.

BEFORE YOU ENTER THE CLASSROOM:

- ___ Submit your Medical TB Test Form to the Office of Teacher Education (OTE) in Russell Hall, 400 or fax it to 212.678.3153
- ___ Get fingerprinted if student teaching in a New York City public school (Fingerprinting is offered at TC in July, Aug, & Jan)
- ___ Provide copy of fingerprinting receipt to Russell Hall, 400 or fax it to 212.678.3153
- ___ Register with the NYC Dept of Education (NYCDOE) at www.teachnyc.net by clicking on "NYC student teachers" at the very top ONLY if you will be in a NYC public school (2 minute process)
- ___ Obtain a "Clearance Ticket" from OTE after meeting all above requirements in order to start at your placement

YOU MUST BE IN GOOD STANDING WITH OTE IN ORDER TO START AT YOUR PLACEMENT

***YOU MAY NOT START AT YOUR SCHOOL WITHOUT A CLEARANCE TICKET!**

*Failure to comply will lead to possible removal from your host school.

Note: If your placement is not in NYC or is in a private or charter school, you do not have to get fingerprinted and register with NYCDOE before starting at the placement.

DURING THE EXPERIENCE

- ___ Track the number of observation and teaching hours on the grid of hours form

END OF PLACEMENT

- ___ Submit record and grid of hours forms to Russell, 400 by last day of classes at TC (Fall: Dec. 21, Spring: May11)
- ___ Complete online student teaching survey when link is sent to your email (optional)

Important Note: If you are graduating, you MUST remit record and grid of hours AT LEAST 2 WEEKS PRIOR to your date of graduation. ***FAILURE TO DO SO WILL DELAY YOUR GRADUATION***

Retain a copy of all documents for your records

Please visit www.tc.edu/ote for a list of workshops and resources

STUDENT TEACHING MEDICAL FORM

State Law requires that student teachers submit proof of a valid TB TEST BEFORE entering the classroom

MEDICAL CLEARANCE BASED ON A TUBERCULIN TINE TEST (AND CHEST X-RAY IF NECESSARY)

Please call University Health Services for an appointment at (212) 854-2284. They are located at the main Columbia University campus in John Jay Hall (West 114 Street and Amsterdam Ave). Please note that there is a high demand for tests at the beginning of each semester.

Important Notes:

- The results of a tuberculin tine test are valid for one calendar year.
- If you have paid the university health service fee there is no charge for the TB test.
- If you have not paid the university health fee, the charge is \$65.00 for the visit.
- If you are using a private physician, you must submit a statement written on letterhead by the physician indicating the medical exam results before entering the classroom.

THIS FORM MUST BE IN BEFORE YOU STUDENT TEACH

Date _____

This is to certify that Mr./Ms. _____ had a PPD (Tuberculin) test on
(Print Full Name)

_____ and read on _____.
(Date) (Date)

Results: Negative ____ Positive ____

If positive, a chest x-ray was performed on _____ and revealed no active disease.

Name of Physician

Signature

Street Address, City, State, Zip

Telephone

FORM MUST BE STAMPED BY PHYSICIAN'S OFFICE

THIS FORM WILL NOT BE ACCEPTED WITHOUT COMPLETE INFORMATION

RETURN THIS FORM TO
THE OFFICE OF TEACHER ED (Russell, 400)

FINGERPRINTING POLICY INFORMATION

ATTENTION: BEFORE GOING TO BROOKLYN, you must register with the New York City Dept of Ed (NYCDOE) at www.teachnyc.net and take the print out confirming your registration to Brooklyn or you will not be fingerprinted. Students not in public schools must get a letter from OTE requesting fingerprinting.

Take the following items:

1. Print out from student teaching registration or letter from the Office of Teacher Education
2. Acceptable forms of ID (Photo ID and SS Card OR Passport) (See DOE website for more choices)
3. Payment for \$115 fee (money order, personal check, Visa, MasterCard, Discover)

**Fingerprints will clear within 48 hours*

International Students

International students cannot be fingerprinted without a social security number. Please refer to the OTE sheet titled “Fingerprinting for International Students” for more details.

Location:

65 Court Street, Brooklyn

Hours: Monday-Friday, 9am-4:30pm

Phone: (718) 935-2750/2668

Directions to the NYCDOE from Teachers College (45 min):

1. From the subway station at West 116th Street and Broadway, take the **1 or 9** train headed **downtown**.
2. Go to 96th Street and **TRANSFER** to the **2 or 3** train headed **downtown** to **Borough Hall**.
3. Turn left onto Court Street and walk 1 block.
4. Arrive at **65 Court Street** (corner of Court Street and Livingston Street).

IF YOU WERE FINGERPRINTED AT COURT STREET AND NEED TO TRANSFER FINGERPRINTS TO NY STATE FOR CERTIFICATION:

Fingerprints must be transferred **from the city to the state** by filling out an OSPRA 104 form. This can be found online by searching “OSPRA 104” or picking up a paper copy in Russell Hall 400.

POLICE PRECINCT:

If you were fingerprinted at a police precinct, you can transfer your fingerprints **from the state to the city** by filling out an OSPRA 103 packet. Note: If you do not plan to teach in New York City, there is no need to submit this packet. This can be found online by searching “OSPRA 103” or picking up a paper copy in Russell Hall 400.

If you are not in a rush to get fingerprinted, there is a police precinct at 520 West 126 Street between Broadway and Amsterdam. You must pick up a two fingerprint cards from Russell, 400. Fingerprint cards will not be available at the station. Please note that this method can take months to clear. Mail the two cards together with the OSPRA 101 form.

Questions? Contact ote@tc.edu or call 212.678.3466

**As per the new policy declared on December 13, 2006 by the NYCDOE- All student teachers entering New York City public schools must have fingerprint clearance before entering the classroom.*

STUDENT TEACHING RECORD OF HOURS

Name of Student Teacher _____ Student ID # _____

Current Semester & Year _____ TC Course Number _____

Subject _____ Specific Grade Level(s): _____

Name of School _____ City, State _____

Cooperating Teacher _____

TC Program _____

TC Program Coordinator _____

TC Field Supervisor _____

Check only **ONE** box: 1st Placement 2nd Placement 3rd Placement Specify Other: _____

I. **ACTUAL TEACHING HOURS (A):**

These hours indicate when a student teacher has responsibility for instruction of students in a full-time classroom teaching situation, tutoring of small groups or individuals, laboratory and studio work with students, or supervision of homeroom and study halls. **Note: The number of hours required vary by program. Individual TC program requirements typically require more hours than the minimum state regulations, so be sure to check your program requirements.**

Number of Actual Teaching Hours (A):

II. **TEACHING SUPPORT ACTIVITIES OR OBSERVATIONS (B):**

These hours indicate those activities in which students teachers engage during the school day to support and inform their instruction of students and their own development as teachers. These activities might include: conferencing with or observing the cooperating teacher; participating in curriculum planning/committee meetings; attending staff meetings; sitting in on parent-teacher conferences (if appropriate); etc.

Number of Teaching Support Activities/Observation Hours (B):

TOTAL NUMBER OF HOURS (A + B):

*The time records above present the total clock hours recorded by the above named student.
If all the information is complete, and to your knowledge correct, please sign this form.*

Signature of Cooperating Teacher: _____

Date: _____

Signature of Student Teaching Coordinator or Faculty: _____

Date: _____

*****DUE BY LAST DAY OF TC CLASSES*****

