

**SECONDARY EDUCATION AND M. A. T. STUDENT TEACHING ASSIGNMENT REQUEST**  
**Placement Period: Spring, 2015**  
**Instructions for Completing the Student Teaching Packet**

Please complete the request form and the Student Teaching Placement Packet pages that follow.

**Essay**

In the past, districts have rejected applications for student teaching because of content, usage, spelling, and grammatical errors. Compose your essay on a computer, and check to be sure that it demonstrates your strengths in writing an effective persuasive essay using correct mechanics, language, and writing skills. Be sure that your essay has:

- A clearly stated thesis statement
- Smooth transitions
- Varied sentence structure
- Elaboration of main ideas
- A logical conclusion.

It must be logically ordered, and your main points must be well-developed.

**Transcripts**

Include copies of all university transcripts (official or unofficial).

**Proofreading**

Proofread your entire packet to ensure that it reflects your command of the English language.

**Submitting the Packet**

Print the entire packet, and return it to:

Dr. Virginia King  
Student Teacher Placement Coordinator  
WCSU – Education Department  
Westside Campus – Room 239  
Danbury, CT 06810

If you have questions, contact me via either email or telephone (Email Address: [vking251@earthlink.net](mailto:vking251@earthlink.net), Office Telephone: 203-837-8641, Home Telephone: 203-426-5983). Both telephone numbers are local calls from Danbury.

**SUBMIT PACKET TO DR. KING ON OR BEFORE September 2, 2014.**

**NOTE: DO NOT ATTEMPT TO INITIATE CONTACTS WITH POTENTIAL COOPERATING TEACHERS OR SCHOOLS YOURSELF. EACH REQUEST FOR PLACEMENT MUST BE SENT BY THE WCSU STUDENT TEACHER COORDINATOR TO THE DISTRICT BEST FACILITATOR IN A SPECIFIC TOWN.**

**SECONDARY EDUCATION / M. A. T. STUDENT TEACHING ASSIGNMENT REQUEST**  
**Placement Period: Spring, 2015**  
**Student Information**

**Student's Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Home Telephone #:** \_\_\_\_\_

**Campus or Local Address:** \_\_\_\_\_

**Campus Telephone #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

**Preferred School District(s):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Specific School Requested (if there is one):** \_\_\_\_\_

**Cooperating Teacher Requested (if there is one):** \_\_\_\_\_

**WESTERN CONNECTICUT STATE UNIVERSITY  
DANBURY, CONNECTICUT  
EDUCATION DEPARTMENT**

**Student Teaching Placement Data Form – Page 1**

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Last Name	First Name	Middle Initial
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Home Address: \_\_\_\_\_

Home Telephone #: \_\_\_\_\_

Campus or Local Address: \_\_\_\_\_

Campus Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell #: \_\_\_\_\_

**Description of Experiences with Students or Young People**

Include all experiences that you have had that relate to teaching through your courses  
Also describe volunteer work with students that you might have had through coaching, scouting,  
camp counseling, etc.).

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**Student Teaching Placement Data Form – Page 2**

Current Degrees Held: \_\_\_\_\_

\_\_\_\_\_

Other Colleges Attended: \_\_\_\_\_

\_\_\_\_\_

Arts and Sciences Major: \_\_\_\_\_

Extra Curricular Activities: \_\_\_\_\_

\_\_\_\_\_

Community Activities: \_\_\_\_\_

\_\_\_\_\_

Hobbies: \_\_\_\_\_

\_\_\_\_\_

Special Abilities/Talents (music, art, sports, writing, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work Experience(s): \_\_\_\_\_

\_\_\_\_\_

Travel: \_\_\_\_\_

\_\_\_\_\_

Miscellaneous: \_\_\_\_\_

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**Student Teaching Placement Data Form – Page 3**

**Why I Want to Be an Educator**

## **The Student Teaching Process**

### **(Excerpt from “Student Teaching at WestConn: Handbook for Student Teachers, Cooperating Teachers, and University Supervisors)**

#### **Placement of Student Teachers**

The Coordinator of Student Teaching is responsible for placing each student teacher with a cooperating teacher in a Connecticut public school. Students may not seek their own placements; it is unacceptable for students to approach teachers and/or school administrators to seek placements. The Coordinator of Student Teaching works with district personnel in area school districts in order to arrange placements for student teachers.

Students may not student teach in school districts in which they work or have worked, and they may not be paid for student teaching. In addition, students may not have “conflicts of interest” and must recognize that confidentiality issues can arise if student teaching is done in a school attended by children of friends or relatives. Therefore, student teachers must advise the student teacher placement coordinator if they have personal or professional relationships with anyone – staff member or student – associated with a school in which placement is being considered.

The Coordinator of Student Teaching seeks input from the student and elementary, secondary, health, and music education advisors pertaining to possible student teaching sites. If a student has had previous contact with a teacher through volunteer work in a school or during the Professional Development Semester (PDS) experience and believes that the teacher is willing to accept him/her as a student teacher, he or she may notify the Coordinator of Student Teacher Placements who in turn suggests this placement to the district BEST facilitator (i.e. the person in the school district designated to work with universities to make student teaching placements) that he/she might consider contacting that cooperating teacher regarding a placement.

The steps in student teacher placement are:

1. The Coordinator of Student Teachers distributes applications for student teaching to potential student teachers at the beginning of the semester prior to the semester in which student teaching is to take place.
2. The candidate completes the application which consists of:
  - a student information sheet that provides personal data (name, contact information, student teaching location requests).
  - an essay
  - a list of previous experiences with students
  - either a transcript or a profile of the student’s academic record.

3. The Coordinator of Student Teacher Placements assembles a packet of information that includes the student teacher's application and sends it to a district BEST facilitator to determine potential placement opportunities. The district BEST facilitator then contacts appropriate principals who, in turn, consult with BEST trained teachers to explore placement opportunities. **Note: Candidates for student teaching may not contact either district or school personnel to seek placements. The placement process is managed by the Coordinator of Student Teacher Placements and Team facilitators in school districts.**

4. The Coordinator of Student Teacher Placements notifies the student teaching candidate of the name, location, and telephone number of a potential cooperating teacher who has agreed to interview him/her for a student teaching placement.

5. The candidate contacts the potential cooperating teacher to set up an appointment for an interview. Suggestions for Candidates: Consult the school district's website to learn about the school before the interview. Dress appropriately (in professional attire) for the interview.

6. After the interview, the cooperating teacher and principal decide on whether or not to accept the candidate. The principal then contacts the district facilitator who reports back to the coordinator of student teachers.

7. The Coordinator of Student Teacher Placements contacts the candidate regarding the disposition of the placement.

8. If the cooperating teacher does not accept the student teacher for field placement, the process begins again from step 3.

**Note:** If a student is rejected by three cooperating teachers with whom he or she has interviewed, the university reserves the right to delay placement until the following semester.