SIMPSON UNIVERSITY TEACHER CREDENTIAL PROGRAM
INSTRUCTIONS FOR STUDENT TEACHING APPLICATION
SPRING 2015

You will be considered for a student teaching assignment after you have been recommended for student teaching by the School of Education faculty (recommendations are made after earning at least a B- in each of the core courses listed below) and after submission of a Student Teaching Application. Please refer any questions about the process to Dr. Richard Harris, Director of Student Teaching at 226-4112 or rharris@simpsonu.edu; or to Georgia MacMillan, Credential Analyst, 226-4942 or gmacmillan@simpsonu.edu.

- ED 5250  Technology for Teaching & Learning
- ED 5400/5410  Language Arts
- ED 5420/5430  Curriculum & Instruction
- ED 5460/5470  Multicultural Instruction
- ED 5610  Teaching Performance Assessment Task 1
- ED 6010  Psychological Applications in Education

The ED5420/5430 Curriculum & Instruction professor will help coordinate classroom observations as part of the course requirements. The observations are the best method of identifying potential student teaching placements. Many classroom teachers prefer to have potential student teachers spend time observing and/or teach a micro-lesson in their classrooms before committing to be a master teacher. Visiting a variety of classrooms and meeting several classroom teachers significantly increases the likelihood of securing a preferred student teaching placement.

**SINGLE SUBJECT**

**Single Subject** student teachers typically teach two classes in a first preparation and one class in a second preparation. Single Subject students are strongly encouraged to identify potential master teachers within their subject area for student teaching. The student teaching placement will be confirmed by the Simpson University Director of Student Teaching prior to the end of the semester that precedes the semester of student teaching.

<table>
<thead>
<tr>
<th><strong>Timeline</strong></th>
<th>October 31, 2014</th>
<th>Students who submit applications after this date will likely <strong>not</strong> student teach during the spring semester, 2015</th>
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<td>You must have passed <strong>CBEST, CSET</strong>, received your <strong>fingerprint clearance, TB clearance</strong>, and applied for <strong>professional liability insurance</strong> by</td>
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**MULTIPLE SUBJECTS**

Multiple Subjects student teachers typically teach two sessions at least two grade levels apart. One placement must be at the primary (K-2) level. The student teaching placement will be confirmed by the Simpson University Director of Student Teaching prior to the end of the semester that precedes the semester of student teaching.

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School Visits
The local education community strongly supports the Simpson University Teacher Credential program. The relationship has been established in part by the professional attitude and behavior of the students in the program. Dozens of local teachers look forward to meeting new students teachers who will work in their classrooms. Here are some key points to keep in mind as you build relationships with educational professionals.

- Local school administrators expect that all Simpson University Teacher Credential students will have submitted an application for a Certificate of Clearance before visiting schools.
- Dress and behave as a professional.
- Check in at the school office and follow the school’s protocol for visitors on campus.
- Wear your Simpson University photo I.D.
- Strive to cause as little disruption as possible when entering and leaving classrooms.
- When in the classroom, limit your actions to observations, taking related notes, participating in classroom activities (if invited by the teacher), and avoid doing other homework, writing letters, sleeping, texting, or other things that may give the classroom teacher the impression that you are not engaged in the classroom environment.
- Revisit classrooms you think may be the type of environment in which you would want to do your student teaching.
- If a classroom teacher indicates an interest in having you as a student teacher, be sure to inform him/her to contact the school administrator who must give his/her approval.
- It is a good idea to introduce yourself to school principals so that they know you are preparing to do your student teaching. Ask for 5 minutes and take only five minutes to tell them your name, and ask them a few questions about their school, i.e., suggestions of teachers to observe, any special focus or programs at the school, etc.

☐ Single Subject
☐ Multiple Subjects

Subject Area: ________________________________

I have read the information on the Simpson University Teacher Credential Program Instructions for Student Teaching Application for spring 2015 and understand my responsibility to complete the items listed in the timeline by the dates specified in order to student teach during the spring 2015 semester.

Please Print Name ____________________________ Date ________________

Signature ____________________________ Email Address ____________________________

CBEST Passed Yes________ No________

CSET Passed Yes________ No________ Which Tests Passed: ____________
CLASSROOM VISIT FORM

Student’s Name: Date:  
School: Grade: 

Dear 

The student named above is enrolled in the curriculum and instruction course at Simpson University. Classroom observations and participation are part of the California Commission on Teacher Credentialing program standards and Simpson University course requirements in preparation for student teaching. 

As the Simpson University Director of Student Teaching, I coordinate student teacher placements through school administrators by requesting a list of names of qualified classroom teachers to serve as master teachers. Master teachers should have at least two years of teaching experience and possess the skills to mentor a pre-service teacher. Multiple Subjects student teachers teach two sessions of approximately 9 weeks each. Master Teachers receive a $150 stipend per nine-week session. Interested teachers should contact his/her administrator. 

If you are interested in serving as a master teacher, please notify your school administrator who may be willing to affirm the request. Feel free to use this form to request a specific student teacher. Then when the student qualifies for student teaching, I will attempt to honor the request through your administrator. 

Sincerely, 

[Signature]
Richard K. Harris, Ed.D
Director of Student Teaching
226-4112
rharris@simpsonu.edu

September 2014