



**Policy Regarding Courtesy Placement in Multiple Subject and Single Subject Credential Programming**

The CSU system provides an opportunity for students who, for compelling reasons, need to be able to complete credential coursework at one CSU campus and do student teaching at another CSU campus. For example, a student could complete most of his/her credential coursework at San Francisco State University and be permitted to do student teaching at Cal State University, Los Angeles (CSULA) as a visiting student. The student would fulfill all the programmatic requirements set forth by SFSU and would, therefore, be recommended for the credential by SFSU. Similarly, a student who had completed everything except student teaching in the credential program at CSULA could be permitted to do student teaching at San Francisco State University or at some other CSU campus as a visiting student. The CSULA student would then apply for the teaching credential through CSULA. Courtesy placements are not guaranteed. The campus being asked to provide a courtesy placement may or may not be able to accommodate the student.

**Case 1: Student visiting CSULA from another CSU campus**

A student from another University who wishes to do student teaching at Cal State University, Los Angeles must comply with the following procedures and requirements:

1. The student must provide a letter to the Director of Student Services at CSULA from the director of the Multiple Subject Credential Program, or the director of student teacher placement at the home campus, (1) describing the nature of the expected placement/s required; (2) certifying that the teacher candidate is in good standing at the home institution and is ready for student teaching; and (3) stating the teacher candidate requirements for the credential (i.e. one or two, 10-week quarters).
2. The student must provide the Charter College of Education at CSULA with verification of passage of both the CBEST and the CSET (or successful completion of an approved undergraduate subject matter preparation program), as well as a valid Certificate of Clearance or Emergency Teaching Permit.
3. The student must submit and complete an application for Directed Teaching at CSULA by the Wednesday of the second week of the quarter at least one quarter prior to the quarter desiring supervision. Student must attend the Directed Teaching Meeting held on the 1<sup>st</sup> Saturday of each quarter 8:00 am - 10:30am.
4. The student must enroll at CSULA as a visiting student. The student must complete the Intrasystem Visitor Status application form and submit it to the Registrar at the home campus at least four weeks in advance of the first day of classes at the host campus. Approval is for one term only and subject to space availability. Financial aid is available to visitors only through the home campus. All required fees must be paid at the time of registration to the host campus.

Due to limited resources, participation in this program is possible only on a "space-available" basis. Communications should be directed to Associate Dean, Office for Student Services, Charter

**Case 2: student from CSULA visiting another CSU campus**

A student from Cal State University, Los Angeles who wishes to do his or her student teaching at another University must comply with the following procedures and requirements:

1. The student must submit an application for Directed Teaching at least two (2) quarters prior to the quarter in which he/she desires to complete directed teaching. He/she must attach a letter to the Director of Student Services at CSULA stating your desire to do a courtesy placement, the reason for the placement, and the desired CSU campus.
2. The student must provide verification of passage of CBEST and the CSET (or successful completion of subject matter). The student must also submit a valid Certificate of Clearance or Emergency Permit and a current TB test.
3. The student is responsible for complying with all the requirements/procedures established by the host campus. Including but not limited any additional cost (mileage reimbursement, master teacher stipend, etc). The student must be completely eligible for student teaching by completing all formal admission requirements and prerequisite coursework prior to student teaching.
4. The student must find out from the host campus what method of enrollment is required at that campus for a courtesy placement.

Participation in this program is possible only if the above conditions are satisfied. Items 1 and 2 must be submitted no later than December 15<sup>th</sup> for the Spring Semester/Quarter and no later than May 15<sup>th</sup> for the Fall Semester/Quarter. Communications should be directed to Director of, Office for Student Services, Charter College of Education, Cal State University, Los Angeles, 5151 State University Drive, Los Angeles, CA 90032.