FAQ’s

As student teachers, you are guests at your assigned school sites and must always act as professionals, which includes ensuring professional attendance, deportment, and preparation. If you are the teacher of record while student teaching at your school site, you must simultaneously follow the requirements of your school and of our program.

The following is a FAQ of our formal policies. You are required to locate and print these FAQ’s - http://www.calstatela.edu/academic/ccoe/off_studentservices_dt.htm. Should you have any additional questions, contact your university supervisor first, and then if necessary, The Office of Student Services.

1. What do I do once I get my placement?

   a. We recommend that you visit your assigned school site in advance. Yet, do not visit your Master Teacher(s) unannounced or interrupt their teaching. This may only include a drive by at the beginning of the school day so you can plan your commute, parking plan, time to get into the school and to your classroom in a timely manner.

   b. You should find the best travel routes and determine where you can park before the first day of directed teaching.

   c. You can introduce yourself to your Master Teacher, receive any materials to help you prepare, and observe the classroom if you have time. Do not plan this until you set up a formal meeting with your master teacher before your visit. This is not guaranteed depending on your Master Teacher’s schedule but recommended so you are prepared for the first day of your assignment. Do keep in mind that Master Teachers have busy teaching schedules and should never be interrupted while teaching or without notice. Please give your Master Teacher a copy of the Master Teacher handbook and these frequently asked questions or the following website link:

   http://www.calstatela.edu/academic/ccoe/off_studentservices_dt.htm

2. When should I start my assignment?

You must start your assignment on the date assigned to you by the Office of Student Services. Call the school for the start time and get there early on the first day. Student teachers, who without permission, do not appear at their school site the first assigned day of student teaching, will have their directed teaching assignment terminated. This termination will constitute a failure of one semester of Directed Teaching.

3. What is the attendance policy?

These attendance policies apply to both student teachers working in a master teacher's classroom and student teachers that are teachers of record in their own classrooms (i.e.
Interns. Student teaching is scheduled for the 16 weeks of the full semester (this includes finals week).

a. Daily Schedules:

You are responsible for being present at your assigned school site each and every day of student teaching following the required contract hours of your Master Teacher at your assigned school site.

b. Absentee and Tardy Policies:

You may only miss three days during the entire semester (this includes teachers of record as well). Missing more than three days will most likely result in a failure of student teaching. More than three late arrivals or early leavings may also lead to the failure of student teaching.

c. Sign in Policies:

For students working with one or more master teachers:
Follow the school's required sign-in procedures for visitors.

For students who are teachers of record in their own classrooms:
You are expected to follow school sign in policies. We reserve the right to see your sign-in sheet should we suspect you of missing more than the allowed three days.

d. Unusual Schedules:

You must also be present at the school site during standardized testing, final exams, and other days that result in different schedules. You will benefit from learning how to administer standardized tests and exams and can use any additional non-instructional time for long term planning, tutoring, and other school site activities.

e. Whom do I notify if I need to miss a day of student teaching and what are my responsibilities for a missed day?

During your first week of school, you should exchange phone numbers with your Master Teacher and University Field Supervisor along with email addresses. If you know in advance you will be absent on a particular day, let both know and leave a lesson plan if you are responsible for teaching that day.

If you have an emergency the night before or morning of a school day, you must personally notify your Master Teacher and if you are responsible for teaching that day, be sure to email your lesson plan to the teacher in a timely manner. Once you are teaching full time, you are as responsible for lesson planning as any regular teacher. It is unprofessional to leave your Master Teacher without a viable lesson plan.
4. If my Master Teacher is absent, must I go to school?

Yes, you must go to your school site with one exception. If your Master Teacher is attending a professional development workshop and you are allowed to go, you may also attend. You must notify your University Field Supervisor if this attendance interferes with your observation schedule.

If your Master Teacher is out for any other reason, you must go to the school site. The school will most likely place a substitute in the room. You can negotiate with the substitute, if you are ready, whether you teach the lessons for the day or not. State law prevents you from being the paid substitute for the day in that room. If the school site asks you to do so, you must contact your University Field Supervisor or the Office of Student Services immediately.

5. Do I have to attend school site professional development meetings?

   a. Early release days or late start days. YES. Many schools release students early one day a week or start late so that teachers can attend professional development or staff meetings. You must attend those meetings, as they are part of the regular, contractual school day. Ask your Master Teacher to arrange permission for you to attend these meetings.

   b. Pupil free days. YES. Often, teachers get pupil-free days to meet for professional development or for parent conferences. You must also attend those days as they fall into the regular school calendar.

   c. After school meetings. IDEALLY. Occasionally, schools have after-school professional development or teacher meetings. If that event interferes with your Cal State, LA seminar or work schedule, you do not have to attend these school-based meetings that are not part of your Master Teacher’s contracted schedule. But you should try at least once during student teaching to attend after school events.

For teachers of record working in their own classrooms:

Yes to all three with one possible exception:

Of course, you must attend early release or late start and pupil free days. However, occasionally, after school meetings may interfere with your directed teaching seminar. You should immediately let your school site administrator know of the conflict as our Directed Teacher seminar professors have attendance requirements they will not and cannot waive for teachers of record. School site administrators are supposed to support your completion of your credential. Show them your syllabus, if necessary.

6. What is my required daily teaching schedule?

You are responsible for being at your assigned school site all day long throughout your assignment. It is not up to you to decide or negotiate your schedules with your Master Teachers or school sites.
You and your Master Teacher will negotiate an instructional schedule. You are responsible for giving your Master Teacher a copy of the Master Teacher Handbook the first day of Directed Teaching or for referring them to the link on the Office of Student Services Website. Many have not worked with Cal State, LA students in the past, so this handbook will help them understand our expectations. You can find this handbook: http://www.calstatela.edu/academic/ccoe/studserv/roles.pdf

Typically students observe the first week and begin to pick up a class period or content area each week. See the Timeline in this handbook to help plan accordingly.

7. Must I lesson plan every day?

For traditional student teachers working with one or more master teachers:
YES, in fact, you are not allowed to teach any lesson or part of a lesson without a lesson plan. Your Master Teacher may or may not ask for one and may or may not use one him or herself. Regardless, you must plan. You should ask if your Master Teacher has a preference. If not, use a lesson plan format you learned within your credential program. If you do not know how to design an appropriate lesson plan, let your University Field Supervisor or Seminar instructor know immediately. See sample lesson planning guides in Appendix A.

For teachers of record working in their own classrooms:
Even if no one at your school site asks to see your lessons, we expect you to plan each and every day. You may follow the lesson plan standard of your school site but there should be enough details that an observer/evaluator can understand each and every step of your instructional plan for the lesson.

8. Who evaluates me?

Teacher Candidates will be formally observed 6 times throughout the semester and one time during the Solo Experience:

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<thead>
<tr>
<th>Observation</th>
<th>Week</th>
<th>Evaluation Type</th>
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<tbody>
<tr>
<td>Observation #1</td>
<td>Week 2-4</td>
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<tr>
<td>Observation #2</td>
<td>Week 5-6</td>
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<tr>
<td>Observation #3</td>
<td>Week 7-8</td>
<td>Required</td>
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<tr>
<td>Mid-Term Evaluation</td>
<td>Week 7 or 8</td>
<td>Required</td>
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<td>Observation #4</td>
<td>Week 9-11</td>
<td>Required</td>
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<td>Observation #5</td>
<td>Week 12-13</td>
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<td>Observation #6</td>
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<td>Observation #7 *</td>
<td>Week 15</td>
<td>If Needed</td>
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<td>Observation of Solo Experience</td>
<td>Week 15</td>
<td>Required</td>
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<tr>
<td>Final Evaluation and Transition Plan</td>
<td>Week 16</td>
<td>Required</td>
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* Observation #7- If a 7th observation is needed during week 15, the TC’s Solo Experience will be observed during Week 16.

**For all student teachers:**

Your University Field Supervisor will observe/evaluate you at least six times. If you have not heard from your supervisor by the end of your second week of student teaching, contact the Office of Student Services.

**For traditional student teachers working with one or more master teachers:**

You have at least two evaluators: your Master Teacher(s) and your University Field Supervisor. Each Master Teacher must complete a formal evaluation.

**For teachers of record working in their own classrooms:**

You have two evaluators: your administrator (principal or vice-principal) and University Field Supervisor.

9. **What if I am concerned with my placement?**

The Office of Student Services spends a considerable amount of time arranging placements and developing partnerships with districts and schools. As much as we try to honor your first or second choice, we cannot always do so as districts and schools do not always accept our placement requests. Only under extenuating circumstances will we change placements. You are to notify officials in the Office for Student Services at Cal State, LA of your request once you have discussed concerns with your University Field Supervisor. You are NOT to make any contacts with other classrooms or schools on your own behalf.

We know that in rare occurrences matches between student teacher and Master Teacher are a challenge. Do not wait, as we will not make changes ever after the first two weeks of the semester. If you have concerns with your placement within the first two weeks of your placement, discuss the issues with your University Field Supervisor. Do not discuss any issues with anyone at your school site. Remember, that we cannot guarantee a new placement during the same quarter. We also do not change sites should you receive an unsatisfactory mid-quarter evaluation.

10. **How should I dress? Is there a standard CSULA dress code?**

While Cal State, LA does not have a formal dress code, as long as you are a student in our credential program, we require you to dress professionally for your position. For secondary students this requirement means no jeans or sneakers unless you are a PE teacher, art teacher, or industrial technology teacher where such dress is more appropriate.

11. **How will I know if I did not pass student teaching?**
You will know by the end of the semester if you did not pass student teaching. You must receive passing evaluations from both your Master Teacher and University Field Supervisor with no "Inconsistent" anywhere on either evaluation. If you receive a failing mid-term evaluation by week seven or eight of the semester, that does not mean you will automatically fail, but it does mean that without significant changes, you may very well not pass.

The State of California allows a maximum of three attempts at student teaching. A successful semester is defined as a full semester of Directed Teaching and evidence of attainment of all Directed Teaching competencies. Placements that are terminated at any time during the semester because of a student's unacceptable teaching, management, behavior, or professionalism are considered one failed attempt. Should this termination occur, the Office of Student Services would provide you with further policy details.

12. What do I do once I complete Directed Teaching?

The credential evaluation process includes the following:

1. During the student's last term, usually by week 5-7 of student teaching, the student will submit an application for credential evaluation, which can be found at www.calstatela.edu/edcredential. It is recommended that the students turn in the applications sooner than later, because applications will be evaluated in the order they are received.

2. After submitting the application the credential analysts in the Office for Student Services will review the student's file and determine if all requirements have been completed. At this time, if there are any deficiencies a letter will be sent to the students. Common deficiencies are things like RICA test scores, TPA scores, and CPR certification.

3. As soon as grades post for that semester the analysts will go back to each application (again in the order in which they were received) and check the grades for the outstanding coursework.

4. If all the requirements have been met at this time then the analysts will electronically recommend the student for the credential to the Commission for Teacher Credentialing.

5. The Commission then emails the student, at the email address they listed on the application. The Commission email will invite the student to log on to the Commission's webpage, pay a fee, and answer several questions. After that time the Commission will do a final criminal and FBI background check before issuing the credential.

We wish you well during this exciting, culminating experience of your teaching credential process. Should you have any additional questions, please first contact your supervisor and then, if necessary, the Office of Student Services at 323-343-4320.