

The College of New Jersey

School of Education

Office of Support for Teacher Education Programs
and Global Student Teaching
<http://www.tcnj.edu/step>

The Prospective Educator

The student teacher/intern is a college student who has met all the prerequisites and works under the guidance of a certified teacher in a Professional Development School (PDS) or an approved setting. It is important for her/him to understand and embrace the mission and conceptual framework of the College as well as understand the philosophy, culture, and programs of the school in which s/he is placed. The prospective educator has a responsibility to look upon the culminating clinical field experience as fertile ground to observe, and learn the art and science of teaching from all members of the school's learning community.

The prospective educator (student teacher/intern) is expected to:

1. be responsible for transportation to and from the culminating clinical experience. The College cannot arrange transportation for the student;
2. inform the school nurse of any physical health issues;
3. follow the school district's calendar. The College assigns the first and last day of student teaching/internship;
4. attend school daily and report to school on time. If illness prevents the student teacher from being at school, s/he must notify the school, cooperating teacher and supervisor as early as possible and provide lesson plans;
5. meet with the cooperating teacher in advance of the clinical field experience to discuss roles and responsibilities;
6. dress in accordance with the professional standards established by the school; (Business attire is always acceptable. No T-shirts, tank tops, flips flops, or baring midriff tops. Body art and tattoos should not be exposed.)
7. demonstrate professionalism in all interactions with school staff and all matters of confidentiality;
8. familiarize herself/himself with district policies and regulations which might include sexual harassment, intimidation & bullying, substance abuse, discipline and fire drills;
9. attend faculty meetings, parent conferences, school board meetings, when appropriate;
10. if school policy permits, attend the College's scheduled student teacher/intern workshops and familiarize herself/himself with the technological services and/or instructional materials available in the school. Any electronic communication, i.e., email and texting, to students and parents should be done only with the approval of the cooperating teacher. Personal internet and other technological applications should reflect ethical language;

11. observe many different teaching situations and note instructional strategies and classroom management techniques used by the teacher(s);
12. develop written lesson plans in advance of instruction and discuss with the cooperating teacher and/or supervisor;
13. assume responsibility for the classroom, including planning and teaching lessons/unit, and evaluating students' work according to the timetable established by the prospective educator, cooperating teacher and supervisor;
14. teach in all content areas (elementary education majors) and work with learners of all abilities;
15. be adventurous and practice new ideas and approaches within a supportive environment;
16. practice self-reflection and self-evaluation continually to refine and improve practice;
17. follow the exit procedures and capstone course requirements that synthesizes all course work and prepares her/him for induction into the profession as well as preparation of a comprehensive portfolio tied to the conceptual framework; and
18. follow the direction of the cooperating teacher and the school districts' policies and regulations.

Checklist for the Prospective Educator

(STUDENT TEACHER/INTERN):

The following checklist highlights some of the expectations, roles and responsibilities of the student teacher/intern. It is meant to be used as a guide as you work with your cooperating teacher and/or supervisor.

Did you...

1. _____ familiarize yourself with school/district policies and procedures?
2. _____ familiarize yourself with the physical plant and facilities at the school?
3. _____ meet with the cooperating teacher in advance of the clinical field experience to discuss and establish roles and responsibilities?
4. _____ acquaint yourself with the school staff?
5. _____ attend faculty meetings or participate in parent-teacher conferences?
6. _____ observe a variety of classrooms and note teaching strategies and classroom management skills used?
7. _____ develop written lesson plans and confer with the cooperating teacher and/or supervisor before instruction?
8. _____ assume responsibility for the classroom?
9. _____ engage in self-reflection and work towards improving practice?
10. _____ contact your supervisor if you need assistance in addressing issues related to your adjustment within the school setting?