

# GLOBAL STUDENT TEACHING PROGRAM

**The College of New Jersey  
School of Education**



**Subject Matter Expertise**

**Excellence in Planning & Practice**

**Commitment to All Learners**

**Positive Effect on Student Growth**

**Professionalism, Advocacy  
& Leadership**

**Creating Agents of Change**

HANDBOOK

*TCNJ's Programs of Professional Education are nationally accredited by the National Council of Accreditation of Teacher Education (NCATE).*

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# Global Student Teaching Program

## HANDBOOK

### INTRODUCTION

This handbook has been established to help students, members of the faculty, administration and cooperating international school personnel better understand The College of New Jersey's Global Student Teaching Program. TCNJ's Global Student Teaching program has been in existence for over 30 years. The College of New Jersey has been a pioneer in offering students an opportunity to enrich their student teaching experience at international schools while expanding their knowledge and appreciation of cultures of people from around the world.

Each year approximately 35 TCNJ students participate in the Global Student Teaching Program at international school sites. Over the years, we have collaborated with international school sites located in Thailand, Tanzania, Spain, Italy, The Netherlands, Dubai, South Africa, France and Switzerland. Our list of partner schools changes from year to year.

All of the program requirements, policies and guidelines are included in this handbook to ensure the continued success of the GST program. Of course, the most important ingredients are the people participating in the program---the TCNJ students, faculty, supervisors, administration, staff, and the cooperating teachers and administration of the host schools. The College is confident that each participant in the program will make a positive contribution to its success.

Through the Global Student Teaching program, we prepare our teacher candidates to become exemplary teachers while helping them gain a broader perspective and understanding of the world. To that end, the Support for Teacher Education Programs and Global Student Teaching Office looks forward to working with you. We encourage you to contact us with your questions. Your suggestions are also most welcome.

STEP Office and GST Program

[www.tcnj.edu/step](http://www.tcnj.edu/step)

609-771-2408

## I. PROGRAM OVERVIEW

### About the Global Student Teaching Program

The GST program has been in place at TCNJ since 1981 and remains one of the oldest overseas student teaching programs in the country. The Office of Support for Teacher Education Programs and Global Student Teaching administers the Global Student Teaching program (GST).

Once accepted, students are placed in international schools around the world. The programs of study at these schools represent the typical school curriculum one would find in the United States. Many of the schools' programs of study span grades pre-K through 12th grade. The primary language of the schools is English and the student body is composed of children from the US and around the world.

Many of the international schools offer the International Baccalaureate (IB) curriculum and Advanced Placement (AP) curriculum to their high school students. The schools are accredited by United States accrediting organizations such as Middle States Association of Colleges and Schools and Western Association of Schools and Colleges. These same organizations accredit schools and colleges throughout the United States.

The administrators and teachers come from countries around the world but mostly from the English speaking countries of the United States, Australia, New Zealand, Canada, South Africa and the United Kingdom. They hold certificates in their fields of study and preparation. Most have many years of teaching experience.

Students will participate in the Global Student Teaching program for seven weeks and will be permitted to travel abroad either prior to the beginning of the fall semester or for one additional week between quarters during the spring semester.

- ❖ Students are required to return to TCNJ to begin their student teaching experience during the second quarter of the semester. The GST program is purposely designed to provide the teacher candidate with both global and domestic experiences.
- ❖ Similar to the regular student teaching program, teacher candidates who have participated in the GST program may have their student teaching experience extended during their second quarter placement. This will be based on the assessment of the teacher candidate's second quarter supervisor(s).

## II. REQUIREMENTS AND APPLICATION PROCESS

### Program Requirements

1. A completed application and all supporting materials must be submitted to the STEP Office BY END OF JANUARY.
2. The candidates must have earned a **3.0 GPA at the time of application.**
3. Two sealed letters of reference must be submitted from TCNJ professors who have taught the Global candidates.
4. The candidates must submit an essay as to why they wish to participate in the Global Student Teaching program, what experiences make them a strong candidate for the placement, what will be achieved by participating in the program, and what they will contribute to the school.
5. **Candidates for the Global Student Teaching program must be willing to identify more than one choice for their Global Student Teaching experience.** Oftentimes schools are limited in the number of student teachers they can accept and, in some instances, schools may end their participation in our program because of personnel changes. Therefore, students must be flexible.
6. The candidate must be interviewed by the School of Education faculty and administration. (Interviews will occur in February and March)
7. The teacher candidate's placement is subject to the review of the student's department and an assessment of the student's junior field experience. Students obtaining a grade lower than B+ in sophomore and junior practicum will also be subject to further review by the GST committee and the teacher candidate's department.

### TCNJ Scheduling and Classes

Students must make arrangements with their departments and professors for any capstone and method courses they are taking during the global student teaching semester. Most professors know how to accommodate the schedule. Supervising professors can help if any issues arise. Master of Arts in Teaching students cannot take EDUC 513 or 614 during the global student teaching semester and should plan to take those courses during the summer. However, they can take the ELEM 690 and EDUC 615 courses.

**Note:**

**Students are advised not to schedule courses offered by other departments during the departure semester because they will be absent from class for at least 7 weeks of the semester. If it is imperative that an additional course be scheduled, students must make special arrangements with the professors in advance and must have written consent from the department offering the course and the School of Education department coordinator.**

### III. APPLICATION, FINANCIAL, INSURANCE AND MEDICAL INFORMATION

#### Application Process

In the fall, approximately one and one half years prior to the actual Global Student Teaching experience, students will be invited to attend Global Student Teaching Information and Interest Sessions. In order to participate in the GST program interested students must apply and must meet the established criteria.

#### Application Forms (go to [step.tcnj.edu](http://step.tcnj.edu))

The forms can be downloaded from this site: [www.tcnj.edu/step](http://www.tcnj.edu/step). Click on FORMS, then Global Student Teaching. Download the forms and print them from your computer. Return all completed forms at the same time to the STEP Office in order to avoid any lost paperwork. Copies of the necessary forms are also included in the appendix of this document. Complete the checklist and paper clip it to the application packet.

GLOBAL STUDENT TEACHING ESTIMATED COSTS

Country	Flight	Housing	Food	Transportation On Site	Health Insurance	Student Cost Subtotal
Netherlands	\$1,300	\$1,600	\$1,000	\$200	\$100	\$4,200
Italy	\$1,100	\$1,800	\$1,000	\$150	\$100	\$4,150
South Africa	\$1,600	\$450	\$500	\$300	\$100	\$2,950
Spain	\$1,300	\$1,200	\$1,200	\$150	\$100	\$3,950
France	\$1,500	\$2,000	\$1,000	\$300	\$100	\$4,900

Fall travel tends to cost more because of "high season" pricing.

**PLEASE NOTE: These are estimated costs for Global Student Teaching sites. Costs vary from year-to-year. Applicants will be notified when additional sites become available or current sites are no longer available.**

## Anticipated Expenses

There is a \$300 GST program fee payable to the College upon application. This fee is over and above the cost of tuition, room and board, expenses and travel. The total cost for the global experience will vary, depending on location and the amount of additional travel a student chooses to engage in. Some things to include in your total anticipated expenses should be: airfare, daily transportation, passport, room and board, luggage, clothing and accessories, additional food and entertainment (restaurants, tours, etc.), laundry, personal items, and phone calls. The Center for Global Engagement has information that will help estimate expenses for Financial Aid purposes.

## Money and Banking

When departing, you should bring a limited amount of cash to exchange immediately upon entering the country. Credit cards, such as VISA and MasterCard, can be used worldwide in many establishments, but not all. Your best bet may be your Global ATM or PLUS card. Be sure you understand the exchange rate and various fees your bank will charge for withdrawing money internationally.

Banks are usually the best place to change money, but check around for the best rate. Most often, you will need your passport to exchange money. Some good advice - become familiar with the money system quickly! **Deal only with authorized outlets when you exchange money or buy traveler's checks.** Travel with at least one back up credit card in case one is lost or stolen.

**ATM's are available in most countries  
and they accept United States cards.**

## Medical Information

### *Medical Insurance*

**Medical insurance is mandatory and will be discussed during the orientation.** All students are required to purchase health and repatriation insurance, and should be familiar with the coverage they have from their current insurance carrier. The cost of health and repatriation insurance is approximately **\$100 and added to TCNJ's account.** Students will receive an email from the insurance company and will be provided with health care provider information for their respective locations.

### *Comprehensive Health Resources for Travelers*

When planning an international trip, reduce your risk by consulting with travel medicine specialists. You should consider a pre-travel consultation to develop a healthy travel plan individualized to your destination that includes the CDC recommendations and travel-related prescriptions. There are travel medicine specialists throughout New Jersey. All prescription medication should be placed in the original prescription bottles or containers that identify the substance on the label.

## IV. EXPECTATIONS OF GLOBAL STUDENT TEACHERS

As a teacher candidate and a guest in another country, the most important skills you need are an understanding of the culture, flexibility, and an open mind. Expect the unexpected and be prepared to cope - both in and out of the classroom! Your new surroundings may be different in some respects but, in others, they will be very much the same. Observe and take in everything around you. You will be able to draw valuable information from the positive as well as the negative.

When you are in another country, you are subject to its laws. Use common sense and respect the culture of others. Before traveling to any country, be sure to research the culture, norms, expectations and laws.

When entering some countries or when registering at hotels, you may be asked to fill out a card listing your name, passport number, destination, local address and phone number, and reason for traveling. In some nations, you may be required to leave your passport at the hotel reception desk overnight so local police officials can check it. These are normal procedures required by local laws.

### **Photography**

Some countries are particularly sensitive about photographs. In such countries, you should refrain from photographing police and military installations and personnel, as

well as airport facilities and similar sensitive sites. Taking such photographs may result in detention, confiscation of your camera and film, and imposition of fines. Check out possible restrictions before snapping!

### American Ambassadors

Whether you wish it or not, you will be an ambassador. You will represent not simply yourself, but The College of New Jersey and your country in everything you do. Even though you may not always remember this, others will. Conduct yourself accordingly.

Read as much as you can about the site you will be visiting before leaving. Use any resources available, including former GSTs, your site supervisor and the STEP Office. The Center for Global Engagement, located in Roscoe West, is also a valuable resource. This office has information about many different countries, as well as materials to assist you in the event of a medical, financial or legal emergency.

## V. PRE-PLANNING FOR THE OVERSEAS EXPERIENCE

### Orientation Session

If accepted, students must attend several orientation meetings in order to participate in the program. These meetings serve as opportunities to get to know the classmates with whom they will be traveling. The annual mandatory roundtable, featuring returning Global Student Teachers, will be held in October and March. Returning and recently selected Global Student Teachers are required to attend. Students will also meet the faculty who will serve as supervisors. The supervisors will share specific information about the site with the students at these meetings.

### Passports

You must have a valid passport in your possession to travel outside the USA. For most countries, the passport must be valid for a minimum of three months after your planned return. Some countries require six months.

Applications are available from your county clerk's or regional Passport Agency offices. The Mercer County Clerk's office is located at 209 South Broad Street in Trenton and is open Monday through Friday, 8am - 4pm, and Wednesday evenings until 7pm. Applications submitted to the county clerk's office take approximately 6 weeks to process, while those submitted to the regional offices are generally processed more quickly. Additional information and a downloadable version of the application are available at the following address:

<https://travel.state.gov/content/travel/en/passports.html>

## Visas

A visa is a permit that allows you to enter a country, usually in the form of an endorsement or stamp placed in your passport. Visa requirements vary by country. Not all countries require a visa. Your supervisors will tell you whether you need a visa, and if so, how to obtain it.

## Correspondence with Site School

Each student will write a letter of introduction that will be sent to the cooperating teacher at the GST site during the preceding semester of travel. This is subject to the direction of the site coordinator. After your cooperating teacher receives this information, he/she will usually send you an email telling you about the school and classroom in which you will be teaching. They may ask you to prepare a specific lesson or provide you with a unit topic. Some teachers may contact students early and communicate frequently prior to arrival. Others will correspond less frequently. Rarely, will a teacher not respond at all, however, if you do not receive any information one-month before departure, please call YOUR SITE SUPERVISOR and THE SITE SUPERVISOR will contact the school to follow-up.

## Site Accommodations

Student teachers will share an apartment with their fellow TCNJ students. With the guidance of the site supervisor, students are required to make those arrangements. Those accommodations need to be made in advance. Check with your site coordinator for guidance. Before booking any apartment, be sure to check with the site supervisor or a contact at the host school to get feedback on the location, costs and travel time to the school.

# VI. EMERGENCY AND PROBLEM SOLVING PROCEDURES

## Problem Solving

Global Student Teaching is likely to bring unexpected occurrences requiring composure and rational thinking. If you find yourself in a difficult situation, remain calm and rationally consider all of your options. If you need assistance or support at any time, contact your on-site program coordinator.

If further assistance is needed from TCNJ, contact your site supervisor or the Center for Global Engagement. Problems do arise; however it is how you deal with them that will affect your experience. Working through all situations calmly and rationally will lead to positive outcomes.

## IN CASE OF EMERGENCY

**Students can contact the College in an emergency at any time.** Contact TCNJ Campus Police and inform them that you are a student participating in the Global Student Teaching Program and explain the nature of the emergency. **Please provide the host school office with this information. Also be sure to provide your cooperating teacher with the names and phone numbers of your emergency contacts.**

Campus Police Department number is:

**609-771-2345**

Your call will be routed to the appropriate personnel. The Campus Police Department is on duty 24 hours per day, seven days per week. The Campus Police will contact the Center for Global Engagement and the appropriate staff members.

## VII. WHAT TO BRING

### Before Packing

1. The first thing to do is make a written list of what you want to take.
2. Make 2 copies of all-important documents (passport info, plane tickets, social security card, etc.). Carry a set, separate from your originals, in your luggage and give the other set to someone at home. Email copies to yourself as well or keep all travel info in one file or app on your phone.
3. After making contact with your cooperating teacher, determine what “key” materials you may want to take with you (materials for a particular lesson, unit, etc.). It may also be a good idea to get together with those student teachers traveling with you and make a plan for one person to bring a set of teaching supplies (crayons, markers, glue, etc.) for everyone to share.
4. Take a list of names, addresses, emails, and phone numbers of people in the U.S. with whom you may want to communicate in case of an emergency.
5. **Research options for your cell phone. Be sure you understand your carrier’s policies and charges for international calling, texting and data. In some cases, it may be best to buy a phone or SIM card upon arrival in your host country.**

### Packing

The best way to begin packing is to set out all you wish to take, then divide it in half, and only take the bare essentials.

- Be sure to bring a small bag appropriate for weekend trips. Many European airlines have different requirements for carry-on bags. Check that your carry-on meets the smaller requirements. Often you will only be allowed one carry-on item, as opposed to one carry-on suitcase and a personal item (such as a purse or backpack).
- **Medication** - As with all travel, plan to bring prescription medication that is taken regularly. **Leave all medications in the original labeled containers to facilitate customs processing.** If possible, obtain enough prescription medicine to last the entire time you are abroad before your departure. Most countries have sophisticated pharmacies, making over-the-counter medications and toiletries easy to purchase.
- **Clothing** - Personal clothing should be chosen with care. Take items that are interchangeable, lightweight, washable, and wrinkle-resistant. Consider the climate of the site to which you are traveling; though it's advisable to dress in layers no matter where you are. Restrict the number of shoes you bring, however, make sure you take comfortable walking shoes as well as dressier shoes for teaching. Even if you are traveling to a

more temperate area, remember a heavier coat for weekend trips to cooler climates.

- **Everyday items** - Many items such as soap, shampoo, laundry products, etc. can be purchased in your host country for a comparable price as at home. However, you may choose to bring some items for initial use. (KEEP IN MIND AIRLINE RESTRICTIONS CONCERNING CARRYING LIQUIDS ON BOARD.)
- **Odds and ends** - These items are just as important, although easily forgotten.
  - ✓ pajamas or sleepwear
  - ✓ belts, ties
  - ✓ umbrella
  - ✓ camera and film
  - ✓ **battery-operated** travel alarm clock
  - ✓ sun block or hats/gloves/scarves
  - ✓ eyeglasses/sunglasses
  - ✓ guide books
  - ✓ small language dictionary
  - ✓ batteries
  - ✓ phone chargers
  - ✓ back up battery packs for phone
- **Electricity** - If you plan to bring small electrical appliances you may also need to bring a converter, depending on the local current. There are “European” adapter kits available with plugs for various European countries. It is suggested that you do not bring a hair dryer; buy one while abroad.
- **Carry-on** - Don't forget to bring the necessities you will need immediately in your carry-on bag. Pack an outfit in the event you are delayed or your luggage is misplaced. Bring all medications, eyeglasses, contact solutions, etc. with you on the plane.\*

**\*Check with the airlines with regard to luggage and carry-on bag regulations. Weight restrictions are enforced. Follow the airlines baggage policies to the letter.**

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## VIII. PROFESSIONAL EXPECTATIONS AND ACADEMIC REQUIREMENTS

### Purpose:

The Global Student Teaching program must create connections between global and local schools as well as assist student teachers in making connections between their global and local teaching experiences. All student teachers who participate in Global Student Teaching are **required** to complete the following assignments in order to achieve these two goals:

### Assignments:

1. **Two Lessons:** All students will prepare a lesson about an aspect of US or New Jersey culture which they will present in some format at their overseas placement. Similarly, all students will prepare a second lesson on life or culture in their global setting that they will present during their local domestic placement. This should be arranged with the cooperating teacher upon returning to the United States.
2. **The Roundtable:** A roundtable session will be held in **October and March** for returning global student teachers to share their experiences with future candidates, professors, and supervisors. Students should be ready to discuss the following:
  - Impressions of the school
  - A description of cross-cultural interactions
  - Reflections on the impact that the global experience will have for them in the future
  - How they prepared for the experience
  - Advice for future GSTs

### Professional Conduct of the Global Student Teacher/Intern

The global student teacher/intern is expected to:

1. follow the school district's calendar. The College assigns the first and last day of student teaching/internship
2. attend school daily. If illness prevents you from being at school, notify the school and supervisor as early as possible. If the teacher candidate experiences a long-term illness (absent five or more days), s/he may be required to make up the time during the second quarter experience on a day-for-day formula
3. contact the cooperating teacher in advance of the clinical field experience to discuss roles and responsibilities
4. dress in accordance with the professional standards established by the school

5. demonstrate professionalism in all interactions with school staff and all matters of confidentiality
6. familiarize her/himself with policies and regulations which might include sexual harassment, substance abuse, email and texting policies, discipline and fire drills
7. familiarize her/himself with the local cultures and expected behaviors of the host country and town. For example, drinking alcohol in certain Middle Eastern countries is against the law, and failure to abide by this rule may result in a jail sentence in the host country. The Global Student Teacher must make her/himself aware of the potential consequences of her/his behavior and be reflective in decision-making. Behavior and performance of the student will set the stage for future relations with the community and the school. Aspire to be a model student teacher, showcasing TCNJ's high standards of training and integrity
8. attend faculty meetings, parent conferences and school board meetings, when appropriate and if school policy permits
9. become an active member in the host community. Extend the global student teaching experience to include clubs, tutoring or volunteer work
10. attend at least, in addition to scheduled student teacher/intern conferences or workshops, at least 3 additional orientation sessions with their TCNJ supervisors geared toward the overseas experience
11. familiarize her/himself with the technological services and/or instructional materials available in the school
12. observe many different teaching situations and note instructional strategies and classroom management techniques used by the teacher(s)
13. develop written lesson plans in advance of instruction and discuss them with the cooperating teacher; keep a notebook or portfolio of every lesson they teach
14. assume responsibility for the classroom, including planning and teaching lessons/unit and evaluating student's work according to the timetable in the Clinical II handbook or as agreed upon by the faculty supervisor and cooperating teacher
15. teach in all content areas (elementary education majors) and work with learners of all abilities
16. be a risk-taker and practice new ideas and approaches within a supportive environment. (Innovative and creative thought and practice are appreciated and admired. However, it is expected that as a visitor in his/her academic community, the Global Student Teacher acts in accordance with the cooperating teacher and the school's parameters.)
17. practice self-reflection and self-evaluation continually to refine and improve one's practice

## SUPERVISION

1. The visiting TCNJ supervisor will submit all classroom observations and assessments to the student's respective department. The visiting TCNJ supervisor will also record the assessments in LiveText.
2. The students will be assigned a new supervisor upon their return to the States. The global supervisor will share the assessments from the global cooperating teacher with the domestic supervisor.
3. The global supervisor will recommend a grade which will be weighted as 40% of the student's final grade.

*These are the basic expectations of teacher candidates and they will be considered in the overall assessment of teacher candidates. The Performance Assessments and Rubrics will provide a greater explanation of student expectations.*

## IX. SUPERVISION AND EVALUATION OF GLOBAL STUDENT TEACHERS

### An Overview

About half way through Global Student Teaching placement a faculty member will visit you to conduct two formal teaching observations and evaluations. In some overseas sites, faculty members or administrators from the international school will serve as supervisors and will conduct those observations and evaluations. At the end of your teaching experience, Spring Global Student Teachers will have a week to travel abroad. Fall students may travel abroad prior to the start of the experience. Global Student Teachers will begin the final quarter of the student teaching experience at the same time that the second quarter begins for all TCNJ teacher candidates. The dates will be posted. Should the global experience be cut short for any reason, TCNJ will require additional time to be made up after the second quarter ends at the domestic school site. Global student teachers and student teachers in general will follow the calendars of their host schools, not the vacation schedule of TCNJ.

### Supervisors, Cooperating Teachers and Supervision of Students

The College of New Jersey utilizes two types of supervisors to oversee the students' work while student teaching abroad.

1. TCNJ has identified a "site supervisor", usually a TCNJ professor, with whom the student will maintain email contact. The site coordinator will be

responsible for preparing the students for their assignments abroad in the months prior to departure. Be sure to provide your cooperating teacher with the name of your TCNJ supervisors or site supervisors and their contact information.

- a. Cooperating teachers will be providing day-to-day oversight and feedback to the students and will provide input into the students' evaluations.
- b. The supervisor who visits the students, or who maintains e-mail contact (serving as the site supervisor) with them over the semester, will collect all of the global student teaching assignments. The supervisor will also be sure the students' evaluations have been sent to the student's department and posted on TCNJ's appropriate computerized systems.

### Evaluation of Students and Collection of Forms

1. Cooperating teachers will familiarize themselves with the Lesson Observation Rubric which describes what is expected of student teachers when presenting lessons and will use this to provide regular informal feedback to the teacher candidate.
  - The cooperating teacher will complete the following assessments at the end of global student teaching and give them to the teacher candidate(s)' supervisor:
    - i. Professional Dispositions Rubric
    - ii. Teaching Performance Assessment

(Each semester, the teacher candidate will provide assessment forms for the cooperating teacher to complete.)
2. Student Teacher Supervisors-(TCNJ Supervisors or On-Site Supervisors)
  - All supervisors will complete two formal observations per teacher candidate using the School of Education's lesson observation rubric.
3. The completed rubrics must be shared with the teacher candidate. A copy of each completed Lesson Observation Rubric should be submitted to the site supervisor.

By the conclusion of the Global Student Teaching experience, these assessments (**Professional Dispositions Rubric and Teaching Performance Assessment**) *should be completed either in consultation with the*

cooperating teacher or, if that is not possible, the cooperating teacher's written assessment ratings should be considered.

### **TCNJ Faculty Supervisors**

- TCNJ faculty will submit their assessment ratings electronically via TCNJ's computer system.

### **Non TCNJ Supervisors**

- Non-TCNJ faculty will email copies of the assessments to the TCNJ STEP Office (STEP@tcnj.edu) or the site/program coordinator.

***Eileen Heddy, Program Coordinator***

**email:** [heddy@tcnj.edu](mailto:heddy@tcnj.edu)

The STEP Office will forward the assessments to the non-traveling TCNJ faculty.

## **Cooperating Teacher Payment of Stipend**

It is important to maintain a good relationship with the host schools. **Therefore, it is extremely important that the cooperating teacher paperwork be collected by the visiting supervisor and the supervisor must personally deliver it to the STEP Office upon return to the campus in order to process the teacher honoraria in a timely manner.** The cooperating teacher receives a small honorarium of \$125. The STEP Office cannot pay the cooperating teacher unless it receives two documents:

1. **W9 form** (US CITIZEN ONLY) If the teacher is not, just indicate on the form, "not a United States citizen".
2. Global Cooperating Teacher Information Form

Because of mail issues abroad the STEP Office will mail all checks to the cooperating teachers **DIRECTLY TO THE SCHOOL VIA FED EX. THIS IS THE MOST RELIABLE WAY TO MAIL THE CHECKS TO THE TEACHERS. The STEP Office will also mail them to an American address identified by the cooperating teacher.**

**Cooperating teachers should inform the school's main office staff of this practice.**

## X. DURING YOUR STAY

### The Beginning

The first few days will mainly be spent becoming familiar with the new surroundings. You should explore the area, go food shopping, find markets and stores, learn the transportation system, the monetary system, and other basics of the region.

Next, a school representative will introduce you to your school, your cooperating teacher, and what will become your routine for the next few weeks. This orientation will familiarize you with your school building, school personnel, and help you start to organize your new student teaching duties.

The most important thing to remember during this time is to stay flexible. You may feel excited, scared, overwhelmed or a combination of all of these. Whether you are a seasoned traveler or have never been outside your backyard, you are in a totally new environment that will require a little time to get used to. It's a good idea to go "explore", but travel in groups as it's better than being lost alone. Be willing to take that risk and you'll probably see some of the best sites of your trip. Just make sure you have enough time, money, and the appropriate transportation info to get yourself back.

### The Middle

- By now, you're basically comfortable in your surroundings and with your daily routine. You know where to shop, understand how the money works, and can get things done. Undoubtedly, you've discovered some fun nightspots and weekend hangouts, and have gotten a chance to do some sightseeing.
- Hopefully, your actual teaching is also going well and you're slowly assuming more responsibility in the classroom. Approximately half way into your teaching experience, a professor from TCNJ will visit. You will have already met this individual during your orientations and you will know exactly when s/he will arrive before you leave New Jersey.
- There are various purposes behind this visit. First, the supervisor is there to schedule normal student teaching observations to help you develop professionally. In addition, s/he is there to make sure that everything is going smoothly at the school, at your residence, and among you and your colleagues.
- To prepare for your supervisor's arrival, you should ensure that all your lesson plans are in order. This will give your supervisor some sort of background context as to the activities of your class, rather than evaluate your teaching based on some isolated lessons. In addition, you can prepare a daily schedule with the name of your cooperating teacher as well as the time periods and locations for each class.

- During this observation time, the supervisor will meet with you for a pre-observation conference, detailing when s/he will be watching and particularly what s/he will be looking for. Also, your supervisor will be meeting with your cooperating teacher and other school professionals to discuss your progress. After the observation, the supervisor will share information with you during a post observation conference.
- Don't forget that your cooperating teacher will also write and discuss with you a mid-term and final evaluation. Your grade is not based solely on the few lessons your supervisor will observe. Your cooperating teacher may be better able to note your progress, and after four weeks, your supervisor is not expecting to see a model teacher. The most important thing to remember at this time is to relax and do your best.

## At the End

**Make sure all your last-week travel plans are finalized. Confirm reservations and check flight numbers. Share your flight information with whomever is picking you up at the airport in the states.**

- Ship anything home early that you will not want to cart around with you. For example, send souvenirs and mementos that you've accumulated during your stay home in one box to be distributed upon your return.
- Refer to your beginning packing list to make sure you take everything back home.
- Thank-you notes are a good idea for your cooperating teacher and class, administrator, and anyone else who helped you during your stay.
- Keep all receipts for items that you buy overseas. They will be helpful in making your U.S. Customs declaration when you return.
- Check to make sure that you have all necessary documents with you – passport, airline tickets, etc.

## Returning Home

Customs--You will need to have your passport ready when you go through customs. It is a good idea to have your baggage packed to make inspection easy. Have your receipts handy in case you need to support your customs declaration. Check with U.S. Customs Service for the maximum amount of merchandise you may bring back duty free. Remember, cell phone usage is not permitted in the customs areas.

## Your Second School

As soon as you return home, you will see that little has changed and you will get right back into the swing of things. Relax and get as much rest as possible. It is going to

start all over again – a new school, a new cooperating teacher, and a new class. However, you'll have more confidence than a beginning student teacher – you'll already know you can handle it. Depending on your new cooperating teacher, you may continue teaching at the level where you left off, start all over at the beginning, or pick up somewhere in the middle. Remember to be flexible – you know what you are capable of, but your cooperating teacher may want to move more slowly. Make the most of it – it is only two months.

## **XI. ASK YOURSELF THESE QUESTIONS**

**Before you travel to your overseas site, you should know the answers to all of these questions.**

### **PREPARATORY QUESTIONS**

- What am I looking for in a Global Student Teaching experience?
- Have I made a list of my goals for the experience?
- What site will best help me find what I am looking for?
- What are my hidden (or unspoken) expectations?
- What cultural experiences am I looking for during this student teaching experience?
- Do I know anyone who has been abroad and might be able to give me some insight?
- How will this experience impact my career objectives?

### **TRAVEL AND ARRIVAL QUESTIONS**

- How do I get a passport? What can I do to avoid having my passport stolen?
- If my passport is stolen, do I know where to go for a new one? Did I photocopy my passport and other important documentation?
- Have I obtained the appropriate visa for countries I plan to visit (if required)?
- Do I know what the weight and size limits for luggage on planes are?
- Do I realize that I may have to carry all of my luggage for plane and train transfers? Can I manage it alone?
- Do I know the exchange rate of the country or countries in which I will be traveling?
- Do I know how and where to obtain some of that currency? Am I familiar with the bills and coins?

- What is the value to me of an International Student ID card, Eurail, or Britrail pass?

### **ON-SITE QUESTIONS**

- What is the climate where I will be? Do I have the appropriate clothes for the climate?
- Am I ready for the cultural differences? What are the socio-economic classes, ethnic minorities, religious adherents, etc. that make up the country?
- Where will I be living? How close is the housing to the town and school?
- What should I take with me? Do I need bed linens? What laundry service is available?
- Will I use public transportation to get to classes? How much does it cost?
- Where is the bank? What are the banking hours? How long will it take to transfer money?
- Do I need to obtain an international driver's license?
- What is the cost of a local telephone call? Are calls charged by both time and distance, even from home? Are calls to overseas and within the country itemized? How will I arrange to pay for calls? Will I have a phone in my room? Should I take an international cell phone with me or should I buy one upon arrival?
- What are the normal expectations regarding the use of hot water, heating, power consumption? What about voltage? Plug size?

### **GENERAL QUESTIONS**

- Have I read as much as possible about the country or countries in which I will be traveling? Have I obtained maps and/or local tourist information?
- Have I been reading magazines and/or newspapers to become familiar with world news and events? Do I know what is going on locally as well? Am I prepared to discuss U.S. and world events with new acquaintances?
- What vaccinations, if any, will I need to get before I leave? If I need medical assistance while abroad, do I know what to do? If I am sick or have an accident, how will I obtain reimbursement for costs?
- Do I have prescription drugs that I will need to take? Do I know the laws regarding mailing prescription to the host country?

- Do I need a spare pair of glasses or contact lenses?
- Do I have a credit card in case of emergencies? Do I know about different ways to have money sent to me in case I run out of funds? (ATM's are available in most countries and they accept United States cards, but you must be aware of the fees that will be charged.)
- Have my family and friends been informed as to how to reach me while away? Have I updated my address book so I can reach them?
- Have I selected all the things I will take with me? Do I really need all the items I have packed? Have I walked around the block with my luggage to be sure I can carry it comfortably? Have I purchased a notebook in which to keep a written record of my experiences?
- Have I made photocopies of all my documents such as passport, visa, traveler's checks, health insurance card, and prescriptions for drugs, glasses, and contacts? Where are they?

## APPENDIX

### The College of New Jersey

## Assessment of Student Teacher's and Intern's Progress

Each semester all assessments of student performance, rubrics, and dispositions will be distributed to the cooperating teachers and supervisors. Those assessments must be used in evaluating the teacher candidate's performance. These assessment forms can also be found on the School of Education's web site:

[www.step.tcnj.edu](http://www.step.tcnj.edu)

The three forms to be used are:

1. Teaching Rubrics
2. Disposition Assessment
3. Teaching Performance Assessment

Just click on the form and print copies for your use.

### SELECTION OF GLOBAL STUDENT TEACHERS

- October-November: Student Information Sessions held in all departments
- January 31: Subsequent Fall and Spring semester applications due
- February - March: Interviews
- March 15: Candidates selected
- Late March: Roundtable Meeting for returning and new Global student teachers

### GLOBAL STUDENT TEACHING TIMELINE

#### FALL\*:

- March - August: Orientation Sessions
- September – October: Student teaching – 1<sup>st</sup> quarter
- October – December: 2<sup>nd</sup> quarter

#### SPRING\*:

- September – December: Orientation Sessions
- January – February: Student teaching – 1<sup>st</sup> quarter
- March: Additional travel option
- March – April: 2<sup>nd</sup> quarter
- March: Roundtable Information Session

**\*Specific dates will be posted.**

Final placement is still subject to a final department review and identification of a cooperating teacher. **Do not make travel plans until your faculty supervisor tells you to do so.**

The College of New Jersey
Support for Teacher Education Programs and Global Student Teaching
Phone 609-771-2408
Fax 609-637-5196

Global Cooperating Teacher Stipend Form

Name of Student Teacher(s)/Intern(s):

Fall Semester Dates: Spring Semester Dates:

This form is used to process the payment of the cooperating teachers' honorarium; the amount of the honorarium is \$125.00 USD. Please return form to the STEP Office, by email at step@tcnj.edu or fax 609-637-5196.

The payment/check will be mailed via courier to each overseas school's main office for distribution or to a US mailing address.

Name of Cooperating Teacher:

Cooperating Teacher Email:

Licensure Area (Certification): State:

Are you a US citizen? (US citizens are required to complete a W-9 form.)

If you want the check sent to a US mailing address, please provide the address below:

Address lines

Optional:

- Asian/Pacific Islander African American Hispanic Native American
White Other

Name of School

Address

Signature of Cooperating Teacher: Date:

Note: Should you have any questions, please contact the STEP Office @ 609-771-2408.

**GLOBAL STUDENT TEACHING**  
**Application Checklist**

Completed packets are due in the STEP Office on or about January 21

Student Name: \_\_\_\_\_

Semester/Year Abroad: \_\_\_\_\_

Country – 1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

Major: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Application and Fee: \$300 (Check made payable to TCNJ)

Reference 1: \_\_\_\_\_ (Use Reference Form)

Reference 2: \_\_\_\_\_ (Use Reference Form)

GST Application: \_\_\_\_\_

Emergency Treatment Form: \_\_\_\_\_

Medical Exam: \_\_\_\_\_

Academic Evaluation Form: \_\_\_\_\_

Personal Statement: \_\_\_\_\_

Assumption of Risk/Release \_\_\_\_\_

Official Use: \_\_\_\_\_

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Application Received: \_\_\_\_\_

All Components Enclosed: \_\_\_\_\_ Missing: \_\_\_\_\_

STEP Office Director: \_\_\_\_\_ Date \_\_\_\_\_

Global Student Teaching Application  
The College of New Jersey

CURRENT ADDRESS	
[ ] MR.      [ ] MS. (Print your name as shown on your passport in BLOCK LETTERS)	
Last Name	
First Name	Middle Initial
Current Address	
City	State
Zip Code/Country	Telephone
Cell Phone	
E-Mail Address	
Alternative E-Mail Address	
PERSONAL INFORMATION	
Date of Birth (MM/DD/YY)	Age
Place of Birth (CITY/STATE/COUNTRY)	
Citizenship	
<b>If you have a passport, please fill in the following information.</b> If you <b>do not</b> have a passport you may <b>skip</b> this part of the application. However, if you do not have a passport and are planning to study abroad, please apply for a passport as soon as possible. For information on how to apply, visit <a href="http://www.state.gov">www.state.gov</a> .	
Passport Number/ Expiration Date	
Student ID Number	

**Global Student Teaching Application – Pg 2**  
**The College of New Jersey**

<b>CURRENT ACADEMIC INFORMATION</b>
GPA
Major
Minor
<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior
<b>FOREIGN LANGUAGE BACKGROUND</b>
College Language Courses (Titles and Grades)
Number of Years Studied in School
<b>LANGUAGE PROFICIENCY</b>
How would you characterize your oral proficiency in a foreign language?
<input type="checkbox"/> BEGINNING <input type="checkbox"/> HIGH BEGINNER
<input type="checkbox"/> INTERMEDIATE <input type="checkbox"/> HIGH INTERMEDIATE
<input type="checkbox"/> ADVANCED <input type="checkbox"/> NATIVE SPEAKER

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**EMERGENCY CONTACT & TREATMENT PERMISSION**

On rare occasions, an emergency requiring hospitalization and/or surgery may develop. This form is intended to prevent dangerous delay in treatment in case of emergency.

NAME: \_\_\_\_\_ Destination: \_\_\_\_\_

Term Abroad:      Fall 20\_\_      Spring 20\_\_

<p>Emergency Contact #1</p> <p>Name: _____</p> <p>Relationship: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Phone Numbers:</p> <p>Work: _____</p> <p>Home: _____</p> <p>Cell: _____</p> <p>E-Mail: _____</p>	<p>Emergency Contact #2</p> <p>Name: _____</p> <p>Relationship: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Phone Numbers:</p> <p>Work: _____</p> <p>Home: _____</p> <p>Cell: _____</p> <p>E-Mail: _____</p>
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I am insured under:  
Policy Number \_\_\_\_\_

Company Name \_\_\_\_\_

Expiration Date \_\_\_\_\_

In the event of an emergency I give permission for a representative of the host institution to authorize treatment or hospital care, which in the best judgment of a licensed health care professional, is deemed advisable.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

(Or legal guardian if applicable)

NOTE: Make at least three (3) copies of this form  
1 for yourself to carry with your passport  
1 for your TCNJ study abroad application  
1 for host institution

**Office of Support for Teacher Education Programs and Global Student Teaching**

**PHYSICAL EXAMINATION**

Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Destination(s): \_\_\_\_\_ Reason: \_\_\_\_\_ Date of Departure: \_\_\_\_\_

Current Medications: \_\_\_\_\_

Smoker?    Never    Current    Quit # \_\_\_\_ Years ago                      Cigarettes/Day/x# \_\_\_\_ Years

ETOH Use (describe): \_\_\_\_\_

Illicit Drug Use (describe): \_\_\_\_\_

Personal History of Mental Illness, including eating disorder? \_\_\_\_\_

If female, date of last PAP: \_\_\_\_\_ Result: \_\_\_\_\_

<p><b>Height:</b> _____ <b>Weight:</b> _____</p> <p><b>BP:</b> ____/____ <b>Pulse:</b> _____</p>	<p><b>Vision:</b> R) 20/ _____ L) 20/ _____</p> <p><b>Corrected:</b> No    Yes __ Glasses __ Contact Lenses</p> <p style="text-align: center;"><b>Did not bring corrective lenses</b></p>
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	NORMAL	ABNORMAL	REMARKS
EENT			
Mouth/Teeth			
Thyroid			
Lymph Nodes			
Skin			
Lungs			
Heart			
Abdomen			
Extremities			
Genitalia/Hernia			
Reflexes			
Musculoskeletal (ROM, strength)			

**Comments/Recommendations:**

CDC travel guidelines recommend for students to review.

Needs diagnostic testing: \_\_\_\_\_

Needs immunizations: \_\_\_\_\_

Other: \_\_\_\_\_

Fully cleared to participate
Cleared with the following limitations: _____
Not cleared due to: _____
Not cleared pending: _____

Examining Practitioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Examining Practitioner's Printed Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

**\*\*A physical must be completed within the 12 months prior to travel.**

# ASSUMPTION OF RISK AND RELEASE FORM

The College of New Jersey

*THIS IS A RELEASE OF LEGAL RIGHTS – READ AND UNDERSTAND BEFORE SIGNING*

Name of Applicant: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

If applicant is under 18 years of age, a parent or guardian must also read and sign this form.

Destination: \_\_\_\_\_

Term Abroad: Summer 20\_\_\_\_ Fall 20\_\_\_\_ Spring 20\_\_\_\_ Full Academic Year 20\_\_\_\_/20\_\_\_\_

I hereby agree as follows:

1. **Risks of Study Abroad:** I understand that participation in The College of New Jersey Study Abroad Program specified above (the “Program”) involves risks not found in study at the College. These include, but are not limited to, risks involved in traveling to and within, and returning from, one or more foreign countries; foreign political, legal social, and economic conditions; different standards of design, safety and maintenance of building, public places and conveyances; local medical and weather conditions. I have made my own investigation and am willing to accept these risks.
2. **Institutional arrangements:** I understand that the College does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation carrier, hotel, tour organizer or other provider of goods or services involved in the Program. I understand that the College is not responsible for matters that are beyond its control. I hereby release the College from injury, loss damage, accident, delay or expenses arising out of any such matter.
3. **Independent activity:** I understand that the College is not responsible for any injury or loss I may suffer when I am traveling independently or am otherwise separated or absent from any University-supervised activities.
4. **Health and Safety:**
  - a. I understand that foreign travel and living overseas can provide special challenges and stresses. Medical care, including mental health care, emergency medical care and medicine may not be as available and/or of a quality comparable to that available in the United States. Students with previous or current medical and/or mental health conditions are strongly encouraged to consult with trained medical and/or mental health professionals and to prepare strategies that may be used abroad should they experience problems. I acknowledge that I have been strongly encouraged to assess my ability to participate in the program and have done so.
  - b. I am aware of all applicable personal medical needs. I have arranged, through insurance or otherwise, to meet any and all needs of payment for medical costs while I participate in the Program. I recognize that the College is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. If I require medical treatment or hospital care, in a foreign country or in the United States, during the Program, the College is not responsible for the cost or quality of such treatment or care.
  - c. The College (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. I agree to pay all expenses relating thereto and release the College from any liability for any of its actions or inactions.
5. **Standards and conduct:**
  - a. I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use and behavior. I recognize that behavior which violates those laws and standards could harm the College’s relations with those countries and the institutions therein, as well as my own health and safety. I will become informed of, and will abide by, all such laws and standards for each country to or through which I will travel during the Program.
  - b. I will also comply with the College’s rules, standards or instructions for student behavior. I waive and release all claims against the College that arise at a time when I am not under the direct supervision of the

College or that are caused by my failure to remain under such supervision or to comply with such rules, standards and instructions.

- c. I agree that the College had the right to enforce the standards of conduct described above, in its sole judgment, and that it will impose sanctions, up to and including expulsion from the Program, for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of the College, the Program, or other participants. I recognize that due to the circumstances of foreign student programs, procedures for notice, hearing and appeal applicable to students disciplinary proceedings at the College do not apply. If I am expelled, I consent to being sent home at my own expense with no refund.
  - d. I am solely responsible for any legal problems I encounter with any foreign nationals or government of the host country. The College is not responsible for providing any assistance under such circumstances.
6. **Program Changes:** The College has the right to make cancellations, substitutions or changes in case of emergency or changes conditions or in the interest of the Program. I understand that the College fees and program charges are based on current airfares, lodging rates and travel costs, which are subject to change. If I leave or am expelled from the Program for any reason, there will be no refund of fees already paid. I accept all responsibility for loss or additional expenses due to delays or other changes in the means of transportation, other services, or sickness, weather, strikes, or other unforeseen causes. If I become detached from the Program group, fail to meet a departure bus, airplane, or train, or become sick or injured, I will at my own expense seek out, contact, and reach the Program group at its next available destination.
7. **Assumption of Risk and Release of Claims:** Knowing the risks described above, and in consideration of being permitted to participate in the Program, I agree, on behalf of my family, heirs and personal representative(s), to assume all the risks and responsibilities surrounding my participation in the Program. To maximum extent permitted by law, I release and indemnify The College of New Jersey, and its officers, employees and agents, from and against any present or future claim, loss or liability for injury to person or property which I may suffer, or for which I may be liable to any other person, during my participation in the Program (including periods in transit to or from any country where the Program is being conducted.)

**I have carefully read this Release Form before signing it. No representation, statements, or inducements, oral or written, apart from the foregoing statement, have been made.** This agreement shall become effective only upon receipt of my application by The College of New Jersey and shall be governed by the laws of the state of New Jersey, which shall be the forum for any lawsuits filed under or incident to this agreement or to the Program.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**\*\*This form must be completed and returned to the STEP Office prior to travel.**

TCNJ GLOBAL STUDENT TEACHING REFERENCE FORM

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone/Campus Ext.: \_\_\_\_\_ Date: \_\_\_\_\_ Program: \_\_\_\_\_

Destination: \_\_\_\_\_

Term Abroad: Summer 20\_\_ Fall 20\_\_ Spring 20\_\_ Deadline \_\_\_\_\_

The student may waive the right to view the reference, in which case the referee can seal it in an envelope and return it to you.

WAIVER OF STUDENT’S RIGHT TO SEE REFERENCE STATEMENT

I hereby waive my right to see this reference statement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reference requested from: \_\_\_\_\_

Title: \_\_\_\_\_

PART II to be complete by the referee

To the referee: The student named above is applying to an international or domestic program. Your opinion of the applicant will be of great assistance in determining whether the student will reflect credit upon his/her home institution. It is important that your comments be detailed and frank.

Under the 1974 Family Education Rights and Privacy Act, the applicant named above will have the right to view this recommendation unless he/she has waived that right.

Please return this form directly to the student in a signed and sealed envelope.

Please rate the applicant in the qualities listed below compared to other members of his/her peer group.

	Low	Average	High	Unable to Observe		
Willingness to work hard	1	2	3	4	5	0
Maturity	1	2	3	4	5	0
Self Confidence	1	2	3	4	5	0
Social Skills	1	2	3	4	5	0
Reliability	1	2	3	4	5	0
Integrity	1	2	3	4	5	0
Perseverance	1	2	3	4	5	0
Analytical Skills	1	2	3	4	5	0

**The College of New Jersey**  
**School of Education**  
609.771.2100

**Suzanne McCotter, PhD, Dean**  
Delsia Fleming, Assistant Dean

**OFFICE OF SUPPORT FOR TEACHER EDUCATION PROGRAMS  
AND  
GLOBAL STUDENT TEACHING**

609.771.2408  
Fax: 609.771.5196

**Lynn Booth, Ed.D., Director**  
**Cynthia Fulford, Ph.D., Assistant Director**

**The Center for Global Engagement**

609.771.2596  
Fax: 609.637.5124

**Christa Olson, Director**

**Campus Police Department number is:**

**609-771-2345**

Your call will be routed to the appropriate personnel. The Campus Police Department is on duty 24 hours per day, seven days per week. The Campus Police will contact the Center for Global Engagement and the appropriate staff members.

U.S. Department of State web site:

**[www.state.gov](http://www.state.gov)**