



STEP Orientation Session

Everything you Need to Know!

Student Teaching Application Procedures

Support for Teacher Education Program (STEP) Office

Presenters: Dr. Lynn Booth & Dr. Cynthia Fulford

Clinical Practice II/Internship II Placement Process

- Attend Orientation Session
- Complete Application (up to one year in advance)
- Submit the following to Department Program Coordinator:
 - Printed application
 - Resume
 - Unofficial transcript (from PAWS)
- Coordinators will review, approve, and submit applications to STEP office.
- STEP office will begin to review and make application to partner districts for placements.

Prerequisites

- Meet all program requirements
- Take & Pass Praxis Core
- At least attempt Praxis Content (prior to CPII start)
- GPA of 3.0
 - Student with GPA between 2.75 & 2.99 may participate with Dept. Approval
 - Waiver will need to be signed

Credentials/Clearances

Requirements vary by district, may include:

- Tuberculin Screening (Mantoux Test)
- Grade Point Average above minimum requirement
- ***Criminal Background and Fingerprinting Check***

Some Require:

- Child Abuse Check
- Substitution Certification (Sub Cert)
- Interview

Districts do not accept clearances older than one year

Things to Remember

- Residency During Placement-Please put on application (if information changes notify STEP office immediately)
- Students will be placed in a school setting close to their residency – every effort is made to keep travel reasonable (no more than 35 miles).
- Placements are not made in home districts
- Students will be placed in a variety of settings/districts to provide for a diverse experience.
- It generally takes several months to secure placements.
- While some students may have a slightly delayed start date in their placement, ***there is a 100% placement rate, so no need to worry.***

Once Placement is Obtained

It is the student's responsibility to:

- **Read your TCNJ emails.** Your placement email will explain which clearances your district requires you to send. You are responsible for forwarding all clearance materials to district.
- Occasionally, districts will contact students to arrange interviews. Be prompt with responding.
- Reach out to the principal and cooperating teacher to introduce yourself and obtain other needed information.
- Ensure all paperwork is sent to the schools
 - Send a copy of clearances to the STEP Office (This can help speed up the placement process if issues occur with a placement).

Application Packet

- **Submit to your Department:**
 - Printed and signed application
 - Resume
 - Copy of your negative Mantoux Test (TB) Results
 - Copy Fingerprinting and Background Check Results
 - Copy of Substitute Certificate (if available)
 - Copy Unofficial Transcript



Global Student Teaching Information Session

- If you are interested in learning more about Global Student Teaching, two sessions have been scheduled
 - November 7, 2018 in ED 110 at 3pm (for any interested student)
 - December 5, 2018 in ED 115, 2pm (for students interested in applying for 2019-2020)

Session will be very similar so there is no need to attend both. If you are applying, try to attend the Dec 5th meeting.
- There may be scholarship money available,
- Presenters:
 - Dr. Lynn Booth, Director of STEP and Global Student Teaching
 - Dr. Cynthia Fulford, Asst. Director of STEP and Global Student Teaching
 - Professor Eileen Heddy, Global Student Teaching Coordinator

Presenters: Dr. Lynn Booth & Dr. Cynthia Fulford

Questions and Answers

Diversity & Cultural Awareness

