

Global Student Teaching Program



Contents

Introduction.....	1	Problem Solving	11
I. PROGRAM OVERVIEW	2	VII. WHAT TO BRING.....	12
About the Global Student Teaching Program.....	2	Before Packing.....	12
II. REQUIREMENTS AND APPLICATION PROCESS	3	Packing	12
TCNJ Scheduling and Classes	4	VIII. PROFESSIONAL EXPECTATIONS... 14	
III. FINANCIAL, INSURANCE, AND MEDICAL INFORMATION	5	Professional Conduct of the Global Student Teacher/Clinical Intern.....	14
Anticipated Expenses	5	IX. SUPERVISION AND EVALUATION OF GLOBAL STUDENT TEACHERS	16
GLOBAL STUDENT TEACHING ESTIMATED COSTS	5	Faculty Supervisors	16
Financing the GST Experience.....	5	Evaluation of Students and Form Submission	16
Medical Information	6	Cooperating Teacher Payment of Stipend.....	17
IV. EXPECTATIONS OF GLOBAL STUDENT TEACHERS	7	X. DURING YOUR STAY	18
Photography.....	7	Arrival	18
American Ambassadors.....	7	Your first weeks.....	18
V. PRE-PLANNING FOR THE OVERSEAS EXPERIENCE	8	Faculty Supervisor Visit	19
Orientation Sessions and Mandatory Meetings.....	8	At the End.....	19
Passports.....	8	Domestic Placement	20
Visas	8	XI. ASK YOURSELF THESE QUESTIONS	21
Correspondence with Site School.....	8	APPENDIX	24
Site Accommodations.....	10	Assessment of Teacher	
Money and Banking	10	Candidate/Clinical Intern's Progress .	24
VI. EMERGENCY AND PROBLEM-SOLVING PROCEDURES	11	HEALTH CLEARANCE FORM.....	30
		HEALTH CLEARANCE FORM, continued	31
		SPECIALIST CLEARANCE FORM.....	32

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 35 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 from around the world. Over the years, we have collaborated with international schools located in Thailand, Tanzania, Spain, Italy, The Netherlands, Dubai, South Africa, France, and Switzerland. The list of partner schools changes from year to year.

Through the Global Student Teaching program, clinical interns become exemplary teachers while gaining a broader perspective and understanding of the world. All the program requirements, policies, and guidelines are included in this handbook.

STEP Office and Global Student Teacher Program

Step.tcnj.edu

609-771-2408

step@tcnj.edu

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 international student teaching programs in the country. The Office of Support for Teacher Education Programs and Global Student Teaching administers the GST program.

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 programs of study span grades pre-K through 12th grade. The primary language of the schools is English, and the student body is usually composed of children from the US, the host country, and a variety of countries around the world.

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. Many of the international schools offer the International Baccalaureate (IB) curriculum and Advanced Placement (AP) curriculum to their high school students.

The administrators and teachers come from countries around the world but mostly from the English-speaking countries of the United States, Australia, Canada, and the United Kingdom. They hold certificates in their fields of study and have several years of teaching experience.

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

After their seven or eight weeks abroad, students return to TCNJ to complete the remainder of their Clinical II experience during the second quarter of the semester. The GST program is purposely designed to provide the clinical intern with both global and domestic experiences.

Like the regular student teaching program, clinical interns who have participated in the GST student teaching program may have their student teaching experience extended during their second quarter placement. This decision is made in conjunction with the program coordinator, supervisor, mentor teacher, and the director of STEP.

II. Requirements and Application Process

1. In the fall of the academic year prior to the Global Student Teaching experience, students will be invited to attend a Global Student Teaching Information and Interest Session. To participate in the GST program, interested students must apply and must meet the established criteria.
2. The application forms are available on the STEP Office website: step.tcnj.edu. Click on Global Student Teaching and then Forms. Students must also apply in the STEP Online form after, but for student teaching. Download and print the forms. Return all completed forms at the same time to the STEP Office in order to avoid any lost paperwork. The Health form may be turned in 30 days before departure.
3. A completed application and all supporting materials must be submitted to the STEP Office by **JANUARY** of the academic year prior to student teaching.
4. The candidate must have earned a **3.0 GPA at the time of application**.
5. Two sealed letters of reference must be submitted from TCNJ professors who have taught the global candidate, preferably in education courses.
6. The candidates must submit a short essay discussing why they wish to participate in the Global Student Teaching program, what experiences make them a strong candidate for the placement, and what they will contribute to the school.
7. **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 or temporarily suspend their participation in our program because of personnel or curricular changes. Students must be flexible and willing to be placed in a variety of sites.
8. The candidate will be interviewed by faculty and administrators. Interviews will occur for undergraduate and five-year students in February and March. Interviews for graduate students are held in September.
9. The teacher candidate's placement is subject to the review of the student's department and an assessment of the student's Clinical I experience. Students obtaining a grade lower than B+ in sophomore practicum or Clinical I will be subject to further review by the GST committee and the teacher candidate's department.
10. A list of applicants may also be sent to other departments on campus such as Health Services, Student Services, and CAPS. Staff members in these departments may advise a student against participating in the program or may meet with them to ensure the student has a clear plan in place for support while abroad.

TCNJ Scheduling and Classes

Students must decide 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 ELEM 690: Student Teaching Seminar and EDUC 615: Capstone Experience: Teaching Professional.

Note:

Students are advised not to schedule courses offered by other departments during the student teaching semester because they will be absent from class for at least 7 weeks. 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. FINANCIAL, INSURANCE, AND MEDICAL INFORMATION

Anticipated Expenses

A program fee of \$300 payable to the College is due upon application. This fee is in addition to the regular cost of tuition, but it is the only additional program fee due to the college for participation in the program. 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 charges. Below are some estimates based on students' past experiences.

GLOBAL STUDENT TEACHING ESTIMATED COSTS

Country	Flight	Housing	Food	Transportation On Site	Health Insurance	Student Cost Subtotal
Netherlands	\$1,100	\$1,600	\$1,000	\$200	\$120	\$4,020
Italy	\$1,000	\$1,800	\$1,000	\$150	\$120	\$4,070
South Africa	\$1,400	\$1,000	\$800	\$300	\$120	\$3,420
Spain	\$1,100	\$1,200	\$1,200	\$150	\$120	\$3,770
Thailand	\$1200	\$800	\$800	\$150	\$120	\$3,070

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.

Financing the GST Experience

The additional cost for a participant in GST versus a full semester domestic placement varies widely depending on individual circumstances and may not be as large as it first seems. A student may use financial aid to pay for housing and meals abroad. If a student is living on campus upon returning from abroad, the student will not be charged for the quarter that they are abroad. Thus, those funds may be applied to room and board costs while abroad. In many cases, students can live abroad for less than or the same amount as it costs to live on campus. Students may also choose to live at home (if approved by their department) upon their return.

There are a variety of internal and external scholarships available for students participating in GST. See the Center for Global Engagement's website for more details. Students who receive a Pell Grant as part of their financial aid package are encouraged to apply for a [Gilman Scholarship](#) from the US Department of State.

Medical Information

Medical Insurance

Medical insurance is mandatory and will be discussed during the orientation. All students are required to have health insurance and should be familiar with the coverage they have from their current insurance carrier. The cost of health insurance offered through the program is approximately **\$120**. The fee will appear on the student's PAWS account. Prior to departure, students will receive an email from the insurance company and will be provided with health care provider information for their respective locations. Take some time to familiarize yourself with the website and install the company's app on your phone.

Students may use this insurance to cover doctor visits for minor illnesses, medical tests, and hospital stays for more serious medical issues. If you become ill while abroad, consult the insurance company website to see which doctors or facilities are covered. If time permits, you may want to ask your cooperating teacher or site supervisor to recommend a provider, but check to be sure they are covered by the insurance.

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. If you take prescription or over the counter medicine with you, it should be placed in the original 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. Before traveling to any country, be sure to research the culture, norms, expectations and laws. Use common sense and respect the culture of others.

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 have restrictions on photographs. Check out possible restrictions before snapping. In all 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 imposition of fines.

American Ambassadors

During your time abroad, you will represent not only yourself, but The College of New Jersey and your country in everything you do. Conduct yourself accordingly. Read as much as you can about the places you will be visiting before leaving. Use any resources available, including former GSTs, your faculty supervisor, and the STEP Office. The Center for Global Engagement, located in Roscoe West, is also a valuable resource.

V. PRE-PLANNING FOR THE OVERSEAS EXPERIENCE

Orientation Sessions and Mandatory Meetings

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 and learn about the expectations and responsibilities of participation in the program. Mandatory roundtable meetings, 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 with their faculty supervisors three times before their departure. These meetings are also mandatory. Agenda items will include housing arrangements, information about the school, and expectations for teaching.

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 (such as Thailand).

Applications are available from your county clerk's or regional Passport Agency offices. Applications submitted to the county clerk's office take approximately 6-8 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

Upon acceptance in the program, the next step will be for each student to write a letter of introduction that will be sent to administrators and teachers at potential host schools. This will be your first introduction to them as a professional, so please be sure that the letter is carefully crafted and does not contain any errors.

You will begin by preparing a general letter that you will later make specific to the school. When we begin to make the placements, we need these letters very quickly with little turnaround time, so you must have most of the letter ready. When you learn where we will be seeking placement for you, specific comments about the school should be added.

Guidelines for Letters of Introduction:

- Use proper business letter format- including the address of the school, your address, date, etc. Research proper format. You may need to look up the school address online.
- Address it properly: Dear Mr. Smith: **NOT** Dear Mr. Tom Smith:
- Introduce yourself. State your major, your areas of interests, some employment or practicum experiences
- Add something about the school and why you would like to student teach there (do some research)
- Do not focus on the travel aspect—focus on student teaching and your preparation
- Do not thank the school contact for hosting you, but rather for *considering* you. These placements are not set until we have matched you with a cooperating teacher. Ex: Thank you for considering me for a student teaching position at Marymount International School. OR: I am excited about the possibility of teaching at The American School of the Hague.
- The letter should not be longer than one page
- Proofread. Proofread again. Have someone else proofread.

It is often the case that a school may not be able to host you. This happens for a variety of reasons. They may not have a teacher in your content area who is able to take on a student teacher, or the school may be undergoing administrative or curricular changes. If the first placement request does not work out, we will request a placement at a different school. It can take several weeks or even months for these placements to be finalized. You must remain flexible and patient. If a placement is not available in a city of your choice, research the placements that are available and try to talk to past GSTs who were placed in that city. When students are not placed in their top choices, they find they still have an excellent experience and are grateful that they were placed in that location.

Once a school agrees to host you, they will send the cooperating teacher's email address. You should reach out to the teacher and ask how you can best prepare for your time in their classroom. You will want to ask about specific approaches,

curriculum, or content. After your cooperating teacher receives your email, they will usually respond by 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 contact your faculty supervisor.

All communication to the schools must be professional. Remember to use a salutation in your email and proofread before sending. Respond to all emails within one business day.

Site Accommodations

Student teachers will share an apartment with fellow TCNJ students. Students will work together with the guidance of their faculty supervisor to make arrangements. Before booking any apartment, students should check with their faculty supervisor or a contact at the host school to get feedback on the location, cost, and travel time to the school. If booking through Airbnb, do not agree to pay the host privately. Using the site's payment platform will ensure that you are protected if there are any problems.

Money and Banking

Debit and credit cards, such as VISA and MasterCard, can be used worldwide in many establishments, but not all. Before departing, be sure you fully understand the charges you will incur for using credit and debit cards abroad. Some cards charge a transaction fee for each international purchase. When using a debit card at an ATM, many banks will charge a fee per transaction or a percentage of the amount withdrawn.

ATM's are available in all countries and they accept United States cards. The exchange rates through an ATM are usually much better than at currency exchange businesses, but you must understand the fees you will be charged.

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 or faculty supervisor. Problems will arise; however, it is how you deal with them that will affect your experience. Working through all situations calmly and rationally will help lead to positive outcomes.

IN CASE OF AN 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 school and cooperating teacher with the names and phone numbers of your emergency contacts and any important medical information.**

The 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 appropriate staff members.

VII. WHAT TO BRING

Before Packing

- Make 2 copies of all-important documents (passport info, airfare confirmation numbers, 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. Keep all travel info in one file or app on your phone.
- Create 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. If you purchase a sim card abroad, you may not have access to your stored contacts. Memorize phone numbers of your emergency contacts if you do not already know them.
- **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.**
- Create a list of each of your travel mate's emergency contacts and store it in your phone.

Packing

- Remember that you will be teaching five days a week. Be sure to focus on packing clothes for teaching before focusing on packing for travel.
- Pack professional clothes that are comfortable for teaching. At most of the schools, the teachers dress similarly to schools in the U.S. Take items that are interchangeable, lightweight, washable, and wrinkle-resistant. Consider the climate of the site to which you are traveling, though it is advisable to dress in layers no matter where you are. Restrict the number of shoes you bring, but 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 to pack a heavier coat for weekend trips to cooler climates.
- 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.** Many prescription plans will cover the cost of this if you let them know you will be traveling. Most countries have sophisticated pharmacies, making over-the-counter medications and toiletries easy to purchase.
- **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.
- **Miscellaneous:**
 - ✓ Belts, ties
 - ✓ Umbrella
 - ✓ Sun block or hats/gloves/scarves
 - ✓ Eyeglasses/sunglasses
 - ✓ Phone chargers
 - ✓ Back up battery packs for phone
 - ✓ Adapters for electrical outlets
- **Electricity** - If you plan to bring any small electrical appliance, 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. Do not bring a hair dryer- buy one while abroad.
- **Carry-on** – Do not 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. *Remember to comply with TSA regulations regarding liquids and other restricted items.

***Check with the airlines about luggage and carry-on bag regulations for both your initial flight to your destination and for flights while abroad. Weight and size restrictions are often strictly enforced. Failure to follow the restrictions may result in additional fees.**

VIII. PROFESSIONAL EXPECTATIONS

Professional Conduct of the Global Student Teacher/Clinical Intern

The global clinical intern is expected to:

1. Attend at least 3 orientation sessions with their faculty supervisor
2. Contact the cooperating teacher in advance of the clinical field experience to discuss roles and responsibilities
3. Develop written lesson plans in advance of instruction and discuss them with the cooperating teacher; keep a notebook or portfolio of every lesson
4. 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
5. Teach in all content areas (elementary education majors) and work with learners of all abilities
6. Become an active member in the school community by becoming involved in extra-curricular activities, tutoring, or special events
7. Attend faculty meetings, parent conferences, and school board meetings when appropriate and if school policy permits
8. Become familiar with the technological services and/or instructional materials available in the school
9. Observe many different teaching situations and note instructional strategies and classroom management techniques used by the teacher(s)
10. Follow the school's calendar. The STEP Office assigns the first and last day of student teaching/internship but the student observes the holidays and breaks of the school's calendar, not TCNJ's calendar.
11. Attend school daily. If illness prevents you from being at school, notify the school, your cooperating teacher, and faculty supervisor as early as possible. If the teacher candidate experiences a long-term illness (absent five or more days), they may be required to make up the time during the second quarter experience on a day-for-day formula.
12. Plan travel so that it does not interfere with teaching. Leaving early or arriving late because of travel plans is not acceptable.
13. Dress in accordance with the professional standards established by the school
14. Demonstrate professionalism in all interactions with school staff and all matters of confidentiality

15. Become familiar with school policies and regulations which might include sexual harassment, substance abuse, social media, email, texting, discipline, and fire drills
16. Become familiar 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 be aware of the potential consequences of their 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
17. 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 the school community, the Global Student Teacher acts in accordance with the cooperating teacher and the school's parameters.
18. Practice self-reflection and self-evaluation continually to refine and improve one's practice

IX. SUPERVISION AND EVALUATION OF GLOBAL STUDENT TEACHERS

Faculty Supervisors

A faculty supervisor will be assigned to each group of students. This supervisor will work with the students prior to their departure, maintain weekly contact via email, observe two recorded lessons and provide feedback, and visit the school to observe the students. In some overseas sites, faculty members or administrators from the international school will serve as supervisors and will conduct observations and evaluations. The global supervisor will recommend a grade which will be weighted as 40% of the student's final grade.

All policies and procedures provided in the Clinical II handbook apply to the Global Student Teaching, except where noted in this handbook. The student should review both the GST and Clinical II handbook prior to departure for their placement abroad. The faculty supervisor will use the School of Education assessments when observing and providing feedback to the student. At the end of the global experience, they will submit all assessments to the student's department and on LiveText as required. The students will be assigned a new supervisor upon their return to the States. The global supervisor will share their assessments and those from the global cooperating teacher with the domestic supervisor.

Evaluation of Students and Form Submission

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 formally observe the student teaching at least two lessons, completing the Lesson Observation Rubric and reviewing it with the student.
 - The cooperating teacher will complete the following assessments at the end of placement and send to the teacher candidate's faculty supervisor:
 - i. Professional Dispositions Rubric
 - ii. Teaching Performance Assessment

These forms are available on the STEP Office website.

2. Faculty supervisors will:
 - Provide feedback on two recorded lessons. These recordings should be uploaded to LiveText. The faculty supervisor will complete a Lesson Observation Rubric for each lesson and send it to the student.
 - Complete two formal observations during the visit using the Lesson Observation Rubric. The supervisor will meet with the student after the lesson to review the feedback and the completed rubric.
 - At the end of the global placement, the faculty supervisor will complete the Teaching Performance Assessment and Educational Dispositions Assessment on LiveText.
 - In the event that a faculty member is not able to visit the school, the assigned supervisor will email copies of the assessments to the TCNJ STEP Office or the site coordinator.

Cooperating Teacher Payment of Stipend

The cooperating teacher receives an honorarium of \$125. The STEP Office cannot pay the cooperating teacher unless it receives:

1. The stipend form submitted electronically through a link provided to the teacher by the faculty supervisor.
2. A W9 form if the teacher is a U.S. citizen

Stipends will be processed at the completion of the placement. The funds may be processed as an electronic payment or a check. The STEP Office will mail checks to the cooperating teacher's school or to a U.S. address identified by the cooperating teacher.

X. DURING YOUR STAY

Arrival

Be sure to plan how you will get from the airport to your apartment. Traveling on the train with large suitcases may be difficult, so a taxi may be worth the extra expense. Check the average taxi fare from the airport to the city center and be aware of unauthorized taxis.

Spend the first few days becoming familiar with your new surroundings. You should arrive at least two days before your first day at the school so that you can explore the area, go food shopping, find markets and stores, and learn the transportation system. Prior to your arrival, you should set a time and place to meet your cooperating teacher on your first day.

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 of the US, you are in a new environment that will require some adjustment. It is a good idea to go explore, but always travel with another person.

Your first weeks

- Consult the timetable in the student teaching handbook for expectations in the classroom. The first few days should be spent learning routines, getting to know the children, and taking on small responsibilities such as read-alouds and leading small groups. Take initiative and ask what you can do to get involved, do not wait to be asked.
- Send a letter home to parents letting them know you will be working in their child's classroom.
- You will slowly assume more responsibility in the classroom. As you do, maintain frequent and clear communication with your cooperating teacher as you plan together.
- Take part in any school-wide and grade level meetings, as well as any other meetings that your teacher attends. You may attend parent meetings if the teacher gives permission for you to do so.
- Plan for your first recorded lesson and send home permission slips for the recording.
- Maintain weekly communication with your faculty supervisor.

Faculty Supervisor Visit

- Approximately halfway into your teaching experience, a supervisor from TCNJ will visit. You will have already met this individual during your orientations, and you will know exactly when they will arrive before you leave home.
- There are various purposes behind this visit. First, the supervisor is there to conduct regular student teaching observations to help you develop professionally. In addition, they are there to make sure that everything is going smoothly at the school, at your residence, and among you and your colleagues.
- To prepare, coordinate a daily observation schedule with your fellow GSTs. Arrange for the supervisor to observe each of you at least twice and include the name of your cooperating teacher as well as the time periods and locations for each class. Also, schedule a time for the supervisor to meet with each of your cooperating teachers.
- Prepare a full-length lesson plan in the TCNJ format for the formal observations.
- The supervisor will review the Lesson Observation Rubric and share feedback with you during post observation conferences.
- Your supervisor will be meeting with your cooperating teacher and other school professionals to discuss your progress and gather general feedback on the program.
- Do not forget that your cooperating teacher will also write and discuss with you a 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, do your best, and grow from the feedback.

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 have accumulated abroad home in one box to be distributed upon your return.
- Refer to your beginning packing list to make sure you take everything back home.
- Prepare thank-you notes for your cooperating teacher, administrators, and anyone else who helped you during your stay.

- Keep all receipts for items that you buy overseas. They may 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.

Domestic Placement

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. You will need to start all over again quickly – a new school, a new cooperating teacher, and a new class. However, you will have more confidence than a beginning student teacher since you will already know you can handle it. Depending on your new cooperating teacher, you may take on teaching responsibilities more quickly, or you may start all over at the beginning. 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, and learn everything you can.

XI. ASK YOURSELF THESE QUESTIONS

Before you travel to your overseas site, you should know the answers to all 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 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?
- Am I able to carry all 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?

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?
- What is the address of my apartment? Do I know how to get there from the airport? Do I know how to get to the school?
- Will I use public transportation to get to the school? How much does it cost? Are there student discounts available?
- What should I take with me? Do I need bed linens? What laundry service is available?
- Where is the bank? What are the banking hours? What fees does my bank charge for withdrawing money?
- Do I need to obtain an international driver's license?
- Should I add an international plan to my cell phone service or should I buy a new phone or SIM card upon arrival? What is the cost of a local telephone call? What is the cost of an international call? What are the charges for texts?
- What are the normal expectations regarding the use of hot water, heating, power consumption? What about voltage? Will I need adapters and/or converters?

GENERAL QUESTIONS

- Have I read as much as possible about the country or countries in which I will be traveling?
- 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 colleagues and 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? Am I familiar with the insurance provided by the school?
- 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? (ATMs 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 contacts so I can reach them? Do I have important numbers written down or memorized in case I lose my phone?
- Have I selected all the things I will take with me? Do I really need all the items I have packed? Can I carry my luggage comfortably?
- 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 Teacher Candidate/Clinical Intern's Progress

All assessment forms can be found on the School of Education's web site:

Step.tcnj.edu

The three forms to be used are:

1. Lesson Observation Rubric
2. Disposition Assessment
3. Teaching Performance Assessment

TIMELINE FOR SELECTION OF GLOBAL STUDENT TEACHERS

- October-November: Student Information Session
- January: Applications due for the next academic year (Fall and Spring semester)
- February - March: Interviews
- Mid-March: Candidates selected
- Late March: Roundtable Meeting for returning and new Global Student Teachers

GLOBAL STUDENT TEACHING TIMELINE**FALL*:**

- April - August: Orientation Sessions
- Late August – Mid October: Student teaching – 1st quarter
- October – December: 2nd quarter domestic placement

SPRING*:

- September – December: Orientation Sessions
- Early January – February: Student teaching – 1st quarter (teaching begins on or near January 7th)
- March: Additional travel option
- March – April: 2nd quarter domestic placement
- March: Roundtable Information Session

***Specific dates will be posted.**

Final placement is 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.

GLOBAL STUDENT TEACHING APPLICATION CHECKLIST

Student Name: _____

Major: _____ Phone: _____ Email: _____

Semester/Year: _____ GPA: _____

Country 1st Choice: _____2nd Choice: _____3rd Choice: _____

Include in application:

1. Fee: \$300 (Check made payable to TCNJ.)
2. Two Completed Reference Forms
3. Study Abroad Online Application
4. Emergency Treatment Form
5. Medical Exam-may be turned in later; Due 30 days prior to departure)
6. Personal Statement: Submit a paragraph (approximately half a page) discussing what you hope to contribute to the Global Student Teaching program and what you hope to gain from the experience.
7. Assumption of Risk/Release Form

**** Complete and save the entire application.**

PLEASE NOTE:

1. **Please submit the application and related forms to the STEP Office.**
2. **The medical exam can be submitted at a later date.**
3. **Reference forms can be sent directly to the STEP Office via email at: step@tcnj.edu or hand delivered by the student in a signed and sealed envelope.**

GLOBAL STUDENT TEACHING APPLICATION

CURRENT ADDRESS	
[<input type="checkbox"/>] MR.	[<input type="checkbox"/>] MS.
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)	
Place of Birth (CITY, STATE, COUNTRY)	
<p>(If you have a passport, please fill in the following information. If you do not have a passport you may skip this part of the application. However, if you do not have a passport and are planning to do your student teaching/internship II, please apply for a passport as soon as possible. For information on how to apply, visit www.state.gov). <i>Your passport should be valid for at least 6 months past your expected departure date.</i></p>	
Passport Number	Expiration Date
Social Security Number or Student ID Number	

EMERGENCY CONTACT & TREATMENT PERMISSION

On rare occasion, 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__

Emergency Contact #1	Emergency Contact #2
Name: _____	Name: _____
Relationship: _____	Relationship: _____
Address: _____	Address: _____
Phone numbers	Phone numbers
Work: _____	Work: _____
Home: _____	Home: _____
Cell: _____	Cell: _____
E-mail: _____	E-mail: _____

1. I am insured under:

Company Name _____

Policy Number _____ 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 _____

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

HEALTH CLEARANCE FORM

STUDENT: You have the option of using **TCNJ Student Health Services** or a **private health care provider** to obtain a health clearance. Submit this completed form to the STEP Office (School of Education, room 108) no later than 4 weeks prior to departure. In addition, a “Specialist Clearance Form” must be completed by **medical specialists and mental health professionals who have treated you within the past 6 months.** Submit the completed “Health Clearance Form” and “Specialist Clearance Form”(s) if applicable, to the **STEP OFFICE no later than 4 weeks prior to trip departure.** **NOTE: If you have a change in your health condition after this form is completed, you must notify the STEP Office (609-771-2408 or ext. 2408).**

STUDENT: Complete top section before your medical appointment.

_____ PAWS ID#: _____
Student's Last Name *Student's First Name*

_____ *Trip Departure Date*
Country/Countries Included in Travel Plans

HEALTH CARE PROVIDERS must be licensed to practice and cannot be an immediate family member. Form must be signed by the health care provider and contain an office stamp or provider's business card.

TO THE HEALTH CARE PROVIDER: The student listed on this form has been accepted to participate in a program abroad. Living and studying in a foreign environment may create unexpected physical and emotional stress, which can exacerbate conditions otherwise well-managed. Changes in climate, altitude, diet, time zones, and medication availability, among others, are all factors that may impact a student's ability to adjust. **Please prepare this student** for health concerns that may arise during their trip. Please perform an **individual risk assessment for fitness** including the review of the student's medical history, current and chronic health conditions, allergies, medications, and consideration of pre-existing mental health conditions. Educate the student about anticipated health risks and methods for prevention and provide/refer student for recommended travel immunizations and medications for prophylaxis, self-treatment, or both based on the student's specific travel plans.

HEALTH CARE PROVIDER PROFESSIONAL RECOMMENDATION:

Based upon the information provided by the student, my current observation of the student, and/or review of the student's available medical records and personal health history:

AT LEAST ONE (1) BOX MUST BE CHECKED

- Student is FIT AND CLEARED for the referenced travel.
- Student is CLEARED for the referenced travel provided reasonable accommodations can be made for the following condition: (Provider may also suggest possible accommodations) _____

*Continued on next page***HEALTH CLEARANCE FORM, continued**

- Student is CLEARED for the referenced travel provided the student receives clearance from their medical specialist/mental health provider for the referenced travel. ***Please note that students who have been treated for a mental health condition within the past 6 months must be cleared by their mental health provider.*** Type of specialty clearance needed:
-

- NOT FIT for the referenced travel.

Printed Name of Licensed Health Care Provider AND credentials

Signature of Licensed Health Care Provider

Date: _____ *Telephone:* () _____

**REQUIRED: Health Care Provider's Office
Stamp or Business Card here:**

NOT FIT for the referenced travel.

Printed Name of Licensed Medical Specialist or Mental Health Provider AND credentials

Signature of Licensed Medical Specialist or Mental Health Professional

Date: _____ Telephone: (_____) _____

Specialty: _____

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 College-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 may (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 has the right to enforce the standards of conduct described above, in its sole judgment, and that it may impose sanctions, up to and including expulsion from the Program or from the College, 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 student disciplinary proceedings at the College may 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 myself, my family, heirs and personal representative(s), to assume all the risks and responsibilities directly or indirectly associated with my participation in the Program. To the maximum extent permitted by law, I release and indemnify The College of New Jersey, 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 Assumption of Risk and Release Form before signing it. No representations, statements, or inducements, oral or written, apart from the foregoing statement, have been made. This agreement shall become effective 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 lawsuit filed under or incident to this agreement or to the Program.

Signature of Applicant Date

Signature of Parent (if Applicant is under 18 years of age) Date

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

TCNJ GLOBAL STUDENT TEACHING REFERENCE FORM

Part I: To be completed by applicant.

Name: _____ Email: _____

Phone/Campus Ext.: _____ Date: _____ Program: _____

Destination: _____

Term Abroad: Summer 20____ Fall 20____ Spring 20____ Full Academic Year 20____ 20____

Deadline _____

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 referrer

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. If you would like to add narrative comments, please use the back of the page or attach to the form.

Qualities	Low		Average		High	Unable to Observe
Ability 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
Ability to respond to challenging situations	1	2	3	4	5	0
Analytical Skills	1	2	3	4	5	0
Professionalism	1	2	3	4	5	0
Communication Skills	1	2	3	4	5	0