

Guidelines for the Pre-Student Teacher

Attendance

1. Make initial contact with your mentor teacher within one week of notification of your placement.
2. If you are going to be late or absent, you must telephone and make contact with the mentor teacher prior to the beginning of the school day.
3. You are expected to arrive prepared to teach fifteen minutes prior to the beginning of each scheduled observation or lesson.
4. Any missed time must be made up within 2 weeks.

Professionalism

Students are not to make any contact with school personnel about possible placements; placements must be made through the Office of Field Experiences.

Any problems related to the observation should be discussed first with the college instructor and if not resolved, then the Office of Field Experiences.

The Pre-Student Teacher is expected to:

1. Bring your SUNY ID and always follow the school's sign in and out procedures.
2. Become familiar with the school's layout, policies, schedules, and procedures.
3. Respect confidentiality* and exhibit good moral character.
4. Become familiar with provisions for children with disabilities (i.e. epilepsy, asthma, allergies, etc.).
5. Dress in attire that reflects the school's expectations and be well groomed.
6. Return any items you borrow from the school or your mentor teacher.
7. Act as a teacher to the students, not as a friend. Do not communicate with students through Facebook, MySpace, or Instant Messenger
8. Turn off cell phones while at school. Texting during your placement is not acceptable.
9. Be observant, respond positively to constructive criticism, ask questions, and assist the mentor teacher whenever possible.

***Confidentiality**

You will be exposed to a variety of confidential information. Student records, school and classroom problems, and teacher lounge talk may be of a confidential nature. Exposing confidential information is considered a breach in professional ethics and will not be tolerated under any circumstances.

Preparation and Teaching

The Pre-Student Teacher is expected to:

1. Be knowledgeable about appropriate New York State tests and standards.
2. Utilize technology appropriate to grade level and content area.
3. Observe, and record in a journal, the classroom teacher's instructional strategies.
4. Assist the teacher whenever possible, acting as a "second pair of hands."
5. Tutor and/or work with students in small groups.
6. Develop lesson plans for all lessons taught using age/content appropriate materials.
7. Demonstrate awareness of effective teaching strategies.
8. Demonstrate awareness of good classroom management strategies.

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www.potsdam.edu/academics/soeps/fieldexperiences

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