

**The Center for School Partnerships & Teacher Certification**  
**State University of New York at Potsdam**  
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## Seven Items to Easing Student Teaching Stress (Fall 2012 Teacher Candidates)

1. **Part II due by Monday, February 6, 2012** <http://www.potsdam.edu/academics/SOEPS/fieldexperiences/apply.cfm>  
 Print and Submit once approved by Assistant Director to 111 Satterlee Hall:
  - 1 Photocopy of driver's license or SUNY ID card only
  - 1 Completed Part II Checklist
  - 5 stapled sets of the following materials, in this order:
    1. Résumé (final copy that has been approved by Career Planning and Assistant Director)
    2. Lesson Plan (final copy that has been approved by a professor)
  - Email resume as a PDF to [vroomacm@potsdam.edu](mailto:vroomacm@potsdam.edu) save as Last Name, First Name
  
2. **NYSTCE** – LAST, CST and ATS-W exams must be successfully completed by the end of Fall 2012 semester  
<http://www.nystce.nesinc.com/>. **Certification exams are subject to change.**
  
3. **TEACH Account** – create online at <http://www.highered.nysed.gov/tcert/teach> today
  - Click on “Create a TEACH Account” in the upper right corner of the page.
  - Read the page and then click continue in the bottom right corner of the page until you see “Self-Register Now.”
  - The only parts of the form that you have to complete are those marked with a red star. You can update your personal profile once you have created the account.
  - When you select a preferred user ID and password, the ones that you select will always be your preferred user ID and password. **MAKE SURE THAT YOU FILE THESE IN A SAFE PLACE! YOU WILL NEED THEM FOR YOUR ENTIRE TEACHING CAREER.**
  
4. **Fingerprinting** – apply in TEACH Account today
  
5. **Student Teaching Audit** – refer to the *2012-2014 Guide to Student Teaching*
  
6. **Course Registration**
  - The Center for School Partnerships and Certification will send a message to students' SUNY Potsdam e-mail accounts (April for fall student teaching and October for spring student teaching) outlining registration procedures and courses for which to register; students need to register for all the courses listed to receive appropriate credit
  - Undergraduate Childhood and Childhood/Early Childhood students must meet with their Education advisor before they can register for student teaching to remove the “advising hold”
  - Undergraduate Secondary students must meet with their Arts and Sciences major advisor before they can register for student teaching to remove the “advising hold”
  
7. **Health 230** – complete course by the end of the summer session

### **“Save the Dates”**

#### **Student Teaching:**

Placement I: September 4, 2012 – October 25, 2012  
 Placement II: October 29, 2012 – December 21, 2012

#### **Seminar:**

Syllabus/agenda accessible online at <http://www.potsdam.edu/academics/SOEPS/fieldexperiences/apply.cfm>

**Attendance is mandatory at all four dates in order to receive the 2-credit hours and interview attire is required.**

Monday, August 20, 2012 (9:00 a.m. – 3:00 p.m.)  
 Tuesday, August 21, 2012 (9:00 a.m. – 3:00 p.m.)  
 Wednesday, August 22, 2012 (9:00 a.m. – 3:00 p.m.)  
 Friday, October 26, 2012 (9:00 a.m. – 3:00 p.m.)

## Seven Items to Successful Student Teaching “Attitude and Expectations”

**Dispositions** (refer to the 2012-2014 *Guide to Student Teaching* and Seven Common Themes)

- **Content**
- **Works Well With Others** – communication, teamwork
- **Takes Responsibility for One’s Own Action** – accountability, deadline dates
- **Fosters Positive Relationships** – initiative, trust, respect
- **Behaves in a Professional Manner** - appearance, etiquette
- **Maintains a High Level of Competence in One’s Own Practice** – lifelong learning
- **Willing to Take Risks; Be Flexible; Show Comfort With Uncertainty** - adaptable

**Professional Development Plan (PDP) and Student Teaching Review Committee (STRC)**

- Review attached form and process in the 2012–2014 *Guide to Student Teaching*

**Communication and TaskStream Subscription**

- The Center for School Partnerships and Teacher Certification utilizes **Potsdam and TaskStream e-mail** for all correspondence. On a daily basis students need to check, open, read and maintain every e-mail message and refer to them when necessary. Failure to do this will mean that students will miss important information that may affect their student teaching placements. Respond immediately to all RSVP requests.
- Refer to the 2012-2014 *Guide to Student Teaching* as a reference throughout the next two semesters;
- students must subscribe to TaskStream by the first week in December if student teaching in the spring or by the first week in May if student teaching in the fall, and the subscription must remain in force for the full student teaching experience; and
- if students need to subscribe to TaskStream, they can go to **www.taskstream.com** and click on SUBSCRIBE TODAY.

**Placement and Process**

- Please refer to the 2012-2014 *Guide to Student Teaching* for information on the placement process, policies and challenges.

*My signature indicates that I have read and will comply with this Agreement.*

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

Print: \_\_\_\_\_ Date: \_\_\_\_\_