

For all other programs, the Culminating Experience is fulfilled during or after the semester in which 24 credits in the given master's program will be or has been completed. For this requirement, if that program has not specified a specific culminating experience activity, the student will enroll in GRED 670 and, in conjunction with a SUNY Potsdam faculty mentor, will design a project relating to the student's professional interests. The culminating experience project may carry from 0-3 credit hours and is graded on an S*/U* basis only. This project may be: a thesis (see Thesis Guidelines); an empirical or library research project; a historical or philosophical study; a descriptive analysis; a curriculum design; another creative endeavor related to and drawing from the student's graduate program; a program portfolio; or some other activity of particular relevance to the program and career goals of the individual student.

Each GRED 670 student will prepare a proposal for the Culminating Experience unless the program has already established specific guidelines. The proposal provides a statement of the student's intentions for the project and is meant to be a descriptive plan of action for the student. It should be flexible enough to allow for necessary changes during the Culminating Experience. The proposal will provide the advisor and department with an understanding of the student's rationale for the project, planned outcomes, objectives, methods/procedures, timetable, and audience. There is no prescribed format or structure for the proposal. The student should work closely with the academic advisor in establishing the nature and description of the project. Advisees are bound to a project once it is filed. Alternative courses of action to be substituted for the original must meet the academic advisor's approval, and a written change of program must be signed by both the candidate and the academic advisor or culminating experience mentor (if different from academic advisor). The approved proposal is then filed with the chair of the respective department and in the Office of Graduate Studies.

Pre-Student Teaching Field Experiences

Candidates in teacher preparation programs in the state of New York are required to have 100-hours of pre-student teaching field experiences in public schools. To meet this requirement, the education programs have developed a variety of opportunities for candidates to complete their field experience requirements. Every attempt is made to locate appropriate pre-student teaching field experience placements in the local area. Candidates must be aware, however, that pre-student teaching field experience placements must be made by the Office of Field Experiences and Teacher Certification and not by the candidates themselves. If a candidate feels that prior work experience may be an acceptable substitution for program field experiences, an appeal must be filed with the Office of Field Experiences and Teacher Certification.

While the New York State Education Department regulations for teacher education programs require successful completion of all field experiences, admittance to a teacher education program does not guarantee access to any public school. School districts reserve the right to screen and select all pre-service candidates before allowing them into classrooms for field experiences.

Conduct unbecoming to a prospective teacher, or reasonable belief that the student is unfit to be a teacher, may be grounds for dismissal from a field experience or an education program.

Student Teaching Guidelines and Regulations

Candidates apply on line for student teaching at the beginning of the semester before the intended student teaching semester, following the timelines published in the Reporter and on the student teaching web site www.potsdam.edu/EDUC/studteach. Candidates must read and be familiar with the contents of the Guide to Student Teaching, available on line at www.potsdam.edu/EDUC/studteach.

Grade Point Requirements for Student Teaching

Students must complete program-designated required courses before the student teaching semester. Candidates should also note that additional College courses may not be taken during student teaching and that employment is also strongly discouraged. In order to enroll in student teaching or be recommended for a teaching certificate, candidates must attain a minimum of 3.0 grade-point average (GPA) in their MST coursework and at least a 2.0 in any prerequisite content courses.

Student Teaching Placements

MST candidates must complete a semester-long, college-supervised student teaching experience in order to be recommended for certification. The placement of candidates in all School of Education and Professional Studies-supervised student teaching experiences is at the discretion of the Office of Field Experiences and Teacher Certification. Placements are made according to students' subject areas, availability of College supervisors, the willingness of public schools to accept student teachers, and the College's commitment to serve public schools equally. The superintendent of each school will assign classroom placements in cooperation with the Coordinator of the Office of Field Experiences and Teacher Certification. Candidates may not arrange their own placements.

The screening process for student teaching may require employment history, personal and employment references, an interview, and testing. Every applicant for student teaching will be asked if he or she has a criminal record. A photograph will also be required from any individual who works with children. Authorization by the applicant must be given to the College to release information that is critical to teaching performance to the public school prior to or during the placement process. The School of Education and Professional Studies reserves the right to dismiss any candidate determined to be unfit for the teaching profession at any time.

MST students are advised that the student teaching experience is limited to certain counties and provinces in New York and Ontario. Due to limited placement possibilities, it is impossible to place every candidate in the community he or she desires. The College cannot guarantee a field experience placement at any location or in any semester, nor are any assurances given

in regard to students' preferences for teaching placements. No self-placements are considered and no placements outside New York or Ontario are possible. Student teaching may be arranged in New York City and abroad through the programs described below, although the National Student Exchange (NSE) program is not applicable for any internship in teacher education programs.

SUNY Potsdam discourages employment during the student teaching semester so that the candidate can devote their full attention to this important experience.

SUNY Urban Teacher Education Center (SUTEC)

The Office of Field Experiences and Teacher Certification at SUNY Potsdam works closely with the SUNY Urban Teacher Education Center (www.suny.edu/sutec), under the direction of the New York City Department of Education. SUTEC's primary mission is to assist the 17 SUNY campuses that offer teacher preparation programs in the placement of teacher candidates in New York City public schools. These experiences prepare prospective teachers to become competent and confident professionals in urban, multicultural education environments. SUTEC also facilitates the recruitment of SUNY teacher education graduates for New York City schools and provides an academic center for scholarship and research on urban education.

Prospective and current student teachers are welcome to contact or visit the SUTEC office in New York City to talk with the Director about the opportunities for student teaching in New York City and other issues relating to their student teaching, the housing application process, or future employment in the city schools. The SUNY Potsdam Office of Field Experiences and Teacher Certification advertises campus-wide when the SUTEC Director visits the campus.

Student Teaching Abroad Program

Student teaching in Australia is coordinated through SUNY Potsdam's Office of International Education, the Office of Field Experiences and Teacher Certification, and Colin Balfour, Project Manager of International Relations at the University of the Sunshine Coast in Queensland, Australia. Applications and further information for Student Teaching Abroad are available from the Office of International Education and the Office of Field Experiences and Teacher Certification.

New York State Teacher Certification Procedures

Beginning February 2, 2004, candidates approved by the State Education Department first receive a five-year Initial Certification. The certificate qualifies the holder to apply for teaching positions and to be employed as a substitute teacher. SUNY Potsdam recommends a candidate for Initial certification once all requirements in his/her program of studies have been completed.

Candidates should consult with the Office of Field Experiences and Teacher Certification for current information on the

procedures for applying for certification. In addition to completing program requirements, applicants must pass the LAST, ATS-W, and CST portions of the New York State Teacher Certification Examinations. NYSTCE Registration Bulletins are available on the shelves outside Satterlee 111 and contain current information on the New York State Teacher Certification Examination program. Candidates must also fulfill the equivalent of two clock hours of instruction in the Recognition and Identification of Child Abuse and two clock hours of School Violence Intervention and Prevention training by completing HLTH 230 School Health (CA, SAVE) or the equivalent. All persons applying for New York State teacher certification must also submit their fingerprints for screening. Application materials for fingerprinting are available at website: www.nysed.gov.

After completing three years of teaching experience (including one year of mentored teaching), MST graduates may then apply for Professional Certification since the MST degree satisfies the academic requirements for Professional Certification. Candidates completing their master's degrees at SUNY Potsdam may apply through the Office of Field Experiences and Teacher Certification for their Professional certificate, which is renewable every five years upon submission of evidence of completion of ongoing, lifelong learning according to NYSED requirements.

Individuals who are interested in additional certifications or alternative certification should contact their regional BOCES certification office. New York State Education certification regulations are on reserve in Crumb Library. Requests for verification of degree completion for out-of-state certification require a minimum of five business days to complete.

The process for certification is complex and has many facets. Contact the certification officer at 315-267-2539 for clarification on this process.

SUNY Potsdam Education Unit Fair Process Policy and Procedures

The State University of New York at Potsdam, School of Education and Professional Studies (adopted April 19, 2006)

ARTICLE I: General Provisions

Section 1. Scope.

The provisions of the Fair Process Policy & Procedures apply to all SUNY Potsdam Education Unit programs.

Section 2. Definitions.

- A. Day. A "day" is a calendar day in a string of consecutive days (including weekend, holidays, and periods during which classes may not be meeting).
- B. Mailed. A letter is "mailed" when it is placed in a United States mailbox or is delivered to a United States Post Office or other commercial delivery service, such as Federal Express or United Parcel Service.
- C. Decision Maker. A "decision maker" is a SUNY Potsdam faculty member or professional staff member who participates in the decision concerning admission, retention, dismissal, graduation, or recommendation for state certification.