



**Department of  
Education**

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## **Student Teaching Handbook**

This handbook is designed for student teachers, cooperating teachers, and principals to provide comprehensive information about student teaching in New York City. Please refer to it for New York City Department of Education student teaching requirements, responsibilities, and guidelines. It will be updated continuously as new information becomes available.

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### **The Office of Teacher Recruitment and Quality**

The New York City Department of Education's Office of Teacher Recruitment and Quality works collaboratively with local universities and New York City public schools to provide aspiring teachers with a rewarding field placement, as well as support and guidance through the final stages of the traditional teacher certification process.

A successful pre-service student teaching experience is a critical component in preparing aspiring teachers to become effective full-time classroom instructors. Student teachers in New York City public schools have the opportunity to gain practical hands-on experience with a diverse student population in a dynamic, urban classroom environment. By working with experienced cooperating teachers, student teachers can learn the instructional strategies, assessment practices, and classroom management skills that result in positive student outcomes.

The Office of Teacher Recruitment and Quality does not place student teachers in New York City public schools on the university's behalf. Instead, we share: information about current placements, knowledge of the types of host schools being used, and data regarding teacher hiring trends so as to ensure optimal student teacher placements that provide the best possible preparation for a full-time teaching position.

## **Student Teachers**

### **Requirements**

- Online registration

All education students planning to student teach in a NYC public school must register with the NYC Department of Education via our online registration system. **Registration is *not* required for charter school or private school student teaching placements or for field observation work.**

Visit <http://nyc.teacherssupportnetwork.com/studentteacher> to create a user account and complete your online registration. Please note, even if you have already created a user account to begin our full-time teacher application you must still create a *new* user account to complete your student teacher registration.

Please submit both personal information as well as your student teacher placement information as part of the registration process. If you do not know your placement information when you first create your user account, you can log back in at a later date to add your placement information. Once you have fully completed all the required registration information, you should print your registration confirmation letter from the site. Your host school principal or his/her representative will ask to see your registration confirmation letter.

Please enter an active email address when registering as we frequently communicate with registered student teachers about the full-time application and hiring process as well as other important information.

- Fingerprinting.

You must have your fingerprints on file with the NYC Department of Education prior to the start of your student teaching. If you have not been fingerprinted by the NYC Department of Education or the New York State Department of Education, please visit our student teacher registration site at <http://nyc.teacherssupportnetwork.com/studentteacher>. Once you have created a user account, login to your account and the information on fingerprinting requirements will be visible in the top right corner of your student teacher profile.

- Chancellor's Regulations

Please familiarize yourself with the following Chancellor's regulations prior to student teaching in a New York City public school. You are expected to follow the requirements within each of these regulations.

- [A420](#) – Pupil Behavior and Discipline – Corporal Punishment
- [A421](#) – Verbal Abuse
- [A750](#) – Child Abuse
- [C105](#) - Background Investigations of Pedagogical and Administrative Applicants and
- Procedures in Cases of the Arrest of Employees

## **Responsibilities**

- Upon arriving at the host school for your first day of student teaching, you should present both your registration confirmation letter and your university letter of introduction (which you can get from your university placement representative) to the principal or his/her representative.
- Complete all university documentation related to student teaching.
- Meet student teaching attendance requirements as set forth by the university.
- Assume the responsibilities as communicated by your cooperating teacher including, but not limited to record keeping, planning lessons and units, teaching lessons, assessing student learning, preparing displays, and day-to-day classroom management.
- In consultation with your cooperating teacher and in accordance with the policy of the host school and your university, observe your cooperating teacher and take on an appropriate portion of his or her teaching load and other duties.
- Participate in and attend school events, parent-teacher conferences, faculty meetings, and workshops as approved by the university.
- Become familiar with the particular rules and norms adhered to in your student teaching placement.
- Use sound judgment and demonstrate professionalism.

## **Guidelines**

- While you are encouraged to participate in extra-curricular activities in which your cooperating teacher is involved, these activities are optional and cannot conflict with the university's weekly seminars or other requirements.
- You are expected to follow the New York City public school calendar. If you need to miss a day because of illness or an emergency, you should contact your cooperating teacher and your university supervisor as soon as possible. In accordance with university guidelines, the supervisor will decide if this time needs to be made up.
- You are expected to maintain a professional attitude with regard to all activities undertaken during your placement. Particular care should be taken with the rights to privacy of children and parents. In the event that you are unsure of the proper procedures to be followed in a given situation, you should first consult with your cooperating teacher. If the cooperating teacher is unavailable, you should consult with the appropriate administrative personnel. If no immediate on-site advisor is available, you should contact your university field supervisor.

## **Cooperating Teachers**

Being selected as a cooperating teacher means you possess the skill and experience to play a critical role in the professional development of a student teacher. The New York City Department of Education recognizes and fully supports your efforts to share model teaching practices and continuous feedback with your student teacher. It is an honor to be chosen as a cooperating teacher as you help shape a new generation of future teachers. We thank you in advance for your time and effort.

### **Recommendations**

- You should have at least three years of teaching experience in the subject area in which your student teacher is earning their certification.

### **Guidelines**

- You should be aware and take advantage of any incentives and/or training that may be available to you from the university that your student teacher attends. These incentives can come in a variety of formats such as:
  - university course credit (non-transferable)
  - university course credit (transferable)
  - access to university facilities
- You should be well versed in the Charlotte Danielson's Framework or the teaching competency framework being used at your school as well as the [Common Core Learning Standards](#) and use these standards to help guide your daily practice and to provide feedback to your student teacher.

You are encouraged to read all materials and handbooks provided to you by your student teacher's university to provide more details regarding specific roles and responsibilities. If this information has not been provided to you, please contact the university field placement office.

### **Responsibilities**

- Understand the importance of hosting a student teacher and allow the student teacher to assume the varying roles of classroom teachers - from observation to work with small groups to fully leading the class.
- Familiarize the student teacher with the classroom, the school facilities, the staff, and the policies of the school through activities that include, but are not limited to: tour of the building, introduction to the principal, other administrative staff, and support personnel, library resources, print resources, technology resources, instructional materials, parent handbooks, student tardy and attendance policy, school grading procedures, and school calendar.
- Impart to the student teacher the importance of keeping accurate records and maintaining student privacy guidelines.
- Model and provide various strategies for effective instruction and classroom management.

- Provide for the smooth transition of the student teacher to full-time teaching by encouraging the student to engage in a variety of activities, such as:
  - one-to-one tutoring
  - small group instruction
  - lead short discussions
  - team teaching
  - preparation of instructional materials and development of bulletin boards and instructional displays
  - evaluation of student work and feedback to students on next steps
  - supervision of students doing independent work
  - reflection/evaluation of own teaching strategies
  
- Observe the student teacher frequently and offer verbal and/or written feedback after each observation.
- Facilitate observation of other effective teachers in same or related grade/subject area.
- Encourage the student teacher to be creative and innovative based on the particular needs and interests of the students.
- Communicate daily with the student teacher, providing feedback on strengths and weaknesses and next steps.
- Actively include the student teacher in non-teaching functions such as staff meetings parent conferences, in-service activities, etc.
- Participate in formal and informal evaluations with university personnel
- Communicate frequently with the university supervisor to support and evaluate the student teacher's performance, reporting any concerns or problems about the student teacher immediately.

Cooperating teachers are legally responsible for their classroom and should not leave an uncertified student teacher alone with students at any time.

## **Principals**

### **Requirements**

- All education students planning to student teach in a NYC public school must register with the NYC Department of Education via our online registration system.
  - **Registration is *not required* for charter school or private school student teaching placements.**
  - **Registration is *not required* for field observation.**
- Once a student teacher has fully completed their online registration, they will receive a printed registration confirmation letter. Student teachers are required to hand this confirmation letter into your office prior to the start of their student teaching.
- In addition to the receiving the registration confirmation letter, you should also expect to receive a letter of introduction from the student teacher's university covering the following information:
  - Student teacher name
  - Certification area
  - Duration of placement – 1 semester/2 semesters
  - Weekly schedule
  - Supervisor's name/contact info
  - Grade level
  - Start date/end date
- All student teachers must be fingerprinted prior to the start of their student teaching. You can access the Employee Information System (EIS) for fingerprinting confirmation.
  - Although not required, if you would like your field observation students to be fingerprinted, please provide a written request on school letterhead to the Office of Personnel Investigations, 65 Court Street, Room 102, Brooklyn, NY, 11201.

### **Recommendations**

- Prior to accepting a student teacher into your school, you should receive written notification from the college/university field placement office.
- Student teachers should be included in school functions and gain experience in areas such as
  - Parent conferences
  - Professional development activities
  - After school activities
- Every effort should be made to match your student teacher with a cooperating teacher in the same certification area with a minimum of 3 years experience within that certification area. To the greatest extent possible;
  - Observe and provide feedback to the student teacher.
  - Evaluate the student teacher as a potential candidate for hire.

- Provide time for your cooperating teacher to meet with his/her student teacher within the regular school schedule.
- In choosing a cooperating teacher, you should select individuals who are:
  - Proven to be effective in impacting student achievement
  - Reflective practitioners committed to their own development and that of the teaching profession
  - Able to work effectively with adult learners
  - Understanding that the work of the cooperating teacher is use their knowledge of teaching practices and teaching content to coach, guide and support

## **Frequently Asked Questions**

### **Registration**

*1. How do I register to become a student teacher?*

All student teachers must register with the Department of Education via our online registration system. Registration must be completed in order to be placed in a host school. To complete the student teacher registration, please visit <http://nyc.teacherssupportnetwork.com/studentteacher>. You will be asked to create a user account before filling out the registration form.

*2. I am having difficulty completing my online registration.*

Read the instructions carefully that appear on the site. If you still are having difficulty, contact technical support at 1-877-DO-TEACH (1-877-368-3224) or email [nycsupport@teacherssupportnetwork.com](mailto:nycsupport@teacherssupportnetwork.com)

*3. I have already registered but can't log back in or I am getting an error message that my social security number is already in use.*

Contact technical support at 1-877-DO-TEACH (1-877-368-3224) or email [nycsupport@teacherssupportnetwork.com](mailto:nycsupport@teacherssupportnetwork.com)

*4. I forgot my password.*

Click on "Forgot Password" and enter the information required to reset your password.

*5. I would like to add my host school information to my student teacher profile but I cannot find my host school in the drop down menu.*

Only New York City public schools are listed in the drop down menus for each borough. It is possible that although your school is located in New York City, it is a charter or private school and not a NYC Department of Education public school. Check with your placement school about its designation. You should not register if you are not student teaching in a New York City public school.

If you inadvertently registered, you must notify your college and they in turn will notify the Office of Teacher Recruitment and Quality to remove you from our registration system.

*6. I am an out-of-state student teacher and I have arranged to complete my student teaching in a NYC public school. What should I do to make sure the NYC Department of Education's Office of Teacher Recruitment and Quality knows who I am?*

Contact your university field placement coordinator and have them fax a letter to the Office of Teacher Recruitment and Quality. This letter should be written on official university letterhead.

It should state that you are currently enrolled in an approved education program and you will be student teaching in a New York City public school. Make sure the letter includes: your name, the name of your host school's principal, grade level, subject, cooperating teacher, placement school #, district school address and phone number. In addition, include all contact information related to your student teacher coordinator. Once we receive this, the Office of Teacher Recruitment and Quality will facilitate your next step. Please fax to (718) 935-3532.

## **Fingerprinting**

*1. Do I need to be fingerprinted to student teach?*

Yes, every NYC public school student teacher must be fingerprinted in order to be placed in a school.

*2. I was fingerprinted at the: NYC Department of Health, at a NYC police precinct, a NYC agency, etc...do I have to be printed again?*

Yes, you do need to be fingerprinted again. Other city agencies do not typically share fingerprint information with the Department of Education. However, we do have reciprocity with New York State.

*3. I was fingerprinted by New York State, but I am told my prints are not in the New York City system.*

Although we have reciprocity between New York City and New York State, you must fill out the appropriate OSPRA form to have your fingerprints released.

- \*If you were fingerprinted for New York State you will need to fill out the OSPRA 103. <http://www.highered.nysed.gov/tcert/pdf/ospra103.pdf>
- \*If you were fingerprinted by NYC Department of Education you need to fill out the OSPRA 104. <http://www.highered.nysed.gov/tcert/pdf/ospra104.pdf>

*4. I am a substitute teacher or paraprofessional with a file number. Do I have to be fingerprinted again?*

No. However, be sure to indicate the information that is requested on your student teaching online registration form.

*5. I am an international student teacher, what do I have to do?*

Follow the directions indicated on the self-registration site as they pertain directly to international students.

*6. Do I get an ID card?*

No. Student teachers do not receive ID cards. These are only issued to fulltime teachers, paraprofessionals and full-time payrolled employees of the New York City Department of Education.

*7. How will I know when my fingerprints have cleared?*

You must contact our customer service hotline, HR Connect, at 718-935-4000. Please allow one week for processing.

*8. My university coordinator or my host school principal wants to know if I have fingerprints on file with the NYC Department of Education.*

University personnel should contact HR Connect at 718-935-4000. School principals have the ability to access this information via the EIS (Employee Information System) database.

### **College Representatives**

*1. I have field observation students who will be student teachers in (a few months, next month, next semester.) Should I include their names on my master student teacher list that I send to the Office of Teacher Recruitment and Quality?*

No. Only the names of student teachers should be submitted to our office. Also, fingerprints are not required of field observers. If a particular school requests that a field observer get fingerprinted, then the school will need to indicate that in a letter (on official letterhead) to the fingerprinting office.

*2. The placement schools want to know if my student fingerprints cleared. How do I find that out?*

Refer the request to HR Connect at (718) 935-4000.