DEPARTMENT OF TEACHING AND LEARNING
OFFICE OF CLINICAL STUDIES

Guidelines for Student Teaching Placements I and II
Secondary Programs

In response to New York State requirements that now require two student teaching experiences for individuals earning certification, students in the Secondary Education Programs at NYU will now complete two student teaching placements in consecutive semesters.

Please note that these are the minimum guidelines and will be modified and adapted during your three-way meeting (which should occur by the third week) with the cooperating teacher, supervisor and yourself.

Student Teaching Placement I:

• Individuals enrolled in Student Teacher I should NEVER take over a class before the first three weeks of their placement or at least prior to the three-way conference.

• Individuals enrolled in Student Teaching I begin their experience by OBSERVING the teaching and learning that is taking place in the classrooms of the cooperating teachers to which they have been assigned.

• In the first two weeks, students will engage in active observation which will be reflected in journals where required. Active observation will include the following:
  1. Classroom management procedures
     a. first-day procedures
     b. daily routines
     c. physical arrangement of desks, etc.
     d. norms for behavior
  2. Instructional methods and strategies
     a. content
     b. types of lessons, group work, workshop model etc.
  3. Observation of students
     a. homogenous vs. heterogeneous grouping
     b. grade level or mixed grades
     c. second-language learners, special education students

• In the first two to four weeks, students enrolled in this placement slowly become integrated into the daily functioning of the class by:
  1. observing their cooperating teachers as they teach
  2. assisting with curriculum development and class planning
  3. helping run group work and other activities
  4. with individual students
  5. teaching segments of lessons (motivation, Do Now, homework assignment)

• By the second month, student-teachers assume greater responsibility for the day-to-day conduct of their classes. This may include:
  1. writing lesson plans and submitting them in advance to the cooperating teacher for feedback and critique
2. teaching blocks of material each week
3. responding to student work

- Once both the cooperating teacher and the student-teacher feel the time is right (by the **sixth week**, certainly), student teachers, under the guidance of the cooperating teacher, **assume responsibility for the implementation of a fully-designed unit**. Those responsibilities include:
  1. researching and writing lesson plans
  2. planning day-to-day activities
  3. designing and evaluating assessments, including student grading
  4. managing disciplinary issues as needed
  5. consulting with parents and specialists as needed (with the guidance and support of the cooperating teacher)

- With the successful completion of this unit, **the student teacher take responsibility for the class for the remainder of the semester**.

- Throughout the semester, students enrolled in this placement should:
  1. submit all lesson plans, handouts, and other materials to their cooperating teachers for feedback and critique
  2. submit lesson plans and handouts to supervisors prior to formal observations.
  3. work closely with their cooperating teachers to ensure that appropriate material is covered
  4. consult with the cooperating teachers on a regular basis for suggestions on curricular issues, classroom management, and disciplinary issues
  5. keep in regular touch with and respond to suggestions and critiques offered by their supervisors and Practicum instructors
  6. observe other classes/teachers at the school
Student Teaching Placement II

- Individuals enrolled in Student Teaching II will be expected to take over full responsibility for the classes to which they have been assigned by their cooperating teachers after only a short period (one to two weeks) of observation and integration into the classroom culture. By the third week of class, the student-teacher should assume full responsibility for the class, including:
  1) researching and writing lesson and unit plans
  2) planning day-to-day activities
  3) designing and evaluating assessments and assignments
  4) dealing with student conduct
  5) managing disciplinary issues as needed
  6) consulting with parents and specialists as needed (with the support of the cooperating teacher)

- Throughout the semester, students enrolled in this placement should:
  1) submit all lesson plans, hand-outs, and other materials to their cooperating teachers and to supervisors during formal observations for feedback and critique
  2) work closely with their cooperating teachers to ensure that appropriate material is covered
  3) consult with the cooperating teachers on a regular basis for suggestions on curricular issues, classroom management, and disciplinary issues
  4) keep in regular touch with and respond to suggestions and critiques offered by their supervisors and Practicum instructors

Student Teaching Placement II ends on the following days:

- For students enrolled during the fall semester, the last day of class coincides with the last day the public schools are in session in December. (Some programs may have different requirements).
- For students enrolled during the spring semester, the last day of class coincides with the last day the public schools are in session in June.

(revised 10/08)