

Fall 2012 – Student Teaching  
**August – December 2012**



**MANDATORY** Application Meeting  
 November 3, 2011 – 7pm – 9pm – Location: Hale 270

**Student Teaching Data Form** DUE: **Monday, November 7, 2011**  
 Turn in to: Jill Perry (OSS / EDUC 151)




Magic day to have everything beautifully packaged for [Jill.Perry@colorado.edu](mailto:Jill.Perry@colorado.edu)  
**Monday, January 30, 2012 – 5pm (MT)**  
 Updated 10.25.11

**Pre-test**

Have you completed the following...?

	Yes 	No 
Read the <a href="#">student teaching website</a> to become familiar with process		
Read the “Obtaining a Student Teaching Placement Document”		
Read the student teaching <a href="#">placement webpage</a> to identify potential school placement sites		
Researched specific districts and schools using district, school, and Colorado Department of Education websites and identified potential schools.		
Attended the Jump Start meeting in September 12, 2011 <a href="http://www.colorado.edu/education/students/studentteach/calendar_sep.html">http://www.colorado.edu/education/students/studentteach/calendar_sep.html</a>		
Updated your <a href="#">resume</a>		
Visited schools to see if you would like to student teach there		
Found at least two schools where you’d like to student teach		
Observed cooperating teachers and talked with them – about potentially being a student teacher		
Found at least two cooperating teacher who know you		
Met with any principals/assistant principals who may think you are a good fit for their school – as a student teacher		

**Items Completed By October 26, 2011**

- 11  Gold for being ahead of schedule to be ready for August 2012
- 7-10  Right on track to be ready for August 2012
- 4-6  Step it up to be ready for August 2012

0-3 🗣️

Uh oh!

**Suggested timeline for getting it all done:**

**August 24 – September 24, 2011**



	Yes 👍	No 🗣️
Reread the <a href="#">student teaching website</a>		
Reread the student teaching <a href="#">placement webpage</a>		
Reread and begin to complete checklist in “Obtaining a Student Teacher Placement” document		
Schedule time to visit/observe with at least: <ul style="list-style-type: none"> <li>➤ 2 school sites</li> <li>➤ 2 cooperating teachers</li> </ul>		
Write draft 1 of resume		
Attend BACK TO SCHOOL nights at school sites <ul style="list-style-type: none"> <li>➤ Check school websites for information</li> </ul>		

**September 25 – November 11, 2011**



	Yes 👍	No 🗣️
Attend OPEN ENROLLMENT meetings at school sites <ul style="list-style-type: none"> <li>➤ Check school websites for information</li> </ul>		
Schedule time to visit/observe more schools: <ul style="list-style-type: none"> <li>➤ 2 school sites (minimum)</li> <li>➤ 2 cooperating teachers (minimum)</li> </ul>		
Update resume <ol style="list-style-type: none"> <li>1. Draft 2</li> <li>2. Schedule time with Career Services</li> <li>3. <a href="http://careerservices.colorado.edu/students/resumes.aspx">http://careerservices.colorado.edu/students/resumes.aspx</a></li> </ol>		
Write draft one of responses to narratives prompts <ul style="list-style-type: none"> <li>➤ Describe the factors which influenced your decision to pursue a career in teaching?</li> <li>➤ What are your three goals for your student teaching experience? How will student teaching help you achieve these goals?</li> </ul>		

**Notes / Doodles:**

**November 12 – December 30, 2011**



	Yes 	No 
<b>Date: TBA</b> <ul style="list-style-type: none"> <li>➤ Resume Workshop</li> <li>➤ 5pm-6pm</li> <li>➤ C4C – S336</li> <li>➤ Register on <a href="#">CSO</a></li> </ul>		
<b>Attend OPEN ENROLLMENT meetings at school sites</b> <ul style="list-style-type: none"> <li>➤ Check school websites for information</li> </ul>		
<b>Schedule time to visit/observe more schools:</b> <ul style="list-style-type: none"> <li>➤ 2 school sites (minimum)</li> <li>➤ 2 cooperating teachers (minimum)</li> </ul>		
<b>Update resume</b> <ol style="list-style-type: none"> <li>4. Draft 2</li> <li>5. Schedule time with Career Services</li> <li>6. <a href="http://careerservices.colorado.edu/students/resumes.aspx">http://careerservices.colorado.edu/students/resumes.aspx</a></li> </ol>		
<b>Write draft one of responses to narratives prompts</b> <ul style="list-style-type: none"> <li>➤ Describe the factors which influenced your decision to pursue a career in teaching?</li> <li>➤ What are your three goals for your student teaching experience? How will student teaching help you achieve these goals?</li> </ul>		

**January 1 – January 13, 2012**

	Yes 	No 
<b>Finalize resume</b>		
<b>Finalize responses to narratives prompts</b>		
<b>Create mini-transcript</b> <ul style="list-style-type: none"> <li>➤ Secondary and K-12 music candidates do this (not elementary)</li> <li>➤ List content courses only (not education courses)</li> <li>➤ List up to 10 content courses</li> <li>➤ Use a chart format for easy readability</li> </ul>		
<b>Visit additional schools – if needed</b>		



**Notes / Doodles:**

January 14 – February 5, 2012

	Yes 	No 
<b>Create a school choice list</b> <ul style="list-style-type: none"> <li>➤ List school, district, cooperating teacher</li> <li>➤ (or) <i>Department choice / Grade level choice</i> if you don't have a specific teacher</li> <li>➤ Rank your list</li> <li>➤ Top choice being listed as #1</li> <li>➤ You need <u>three</u> different school choices (no duplicate school sites) <b>Music candidates will need choices to create a list for secondary and elementary placements and decide which placement type of placement is first (elementary or secondary)</b></li> <li>➤ Elementary, secondary English and secondary social studies may want <u>six</u> different school choices</li> </ul>		
<b>Finalize resume</b>		
<b>Finalize responses to narratives prompts</b>		
<b>Visit additional schools – if needed</b>		



**January 30, 2012**

Submit completed application to [Jill.Perry@colorado.edu](mailto:Jill.Perry@colorado.edu) by 5pm MT

	Yes 	No 
<b>Word document</b> <ul style="list-style-type: none"> <li>➤ Application (resume, narrative responses, mini-transcript)</li> </ul>		
<b>Order of application elements within ONE word document</b> <ul style="list-style-type: none"> <li>➤ Resume</li> <li>➤ Narrative responses</li> <li>➤ Mini-transcript (secondary &amp; k-12 music)</li> </ul>		
<b>Save as:</b> <i>lastname_firstname</i>		
<b>Subject line of your email:</b> <ul style="list-style-type: none"> <li>➤ “Student Teaching Application Fall 2012 – Last Name, First Name”</li> </ul>		
<b>In the body of your email, list school choices (ranked ordered)</b> <ul style="list-style-type: none"> <li>➤ Only Jill and Kanisha will know how you've ranked the schools</li> <li>➤ It'll be our little secret</li> </ul>		

Notes/Doodles:

**February 7 – June 30, 2012**

	Yes 	No 
<b>Continue visiting schools and making connections with teachers/administrators</b> <ul style="list-style-type: none"> <li>➤ Send updated choices to <a href="mailto:Jill.Perry@colorado.edu">Jill.Perry@colorado.edu</a> if you find a great fit</li> <li>➤ Updated choices will become your next choice, if current school is unable to place you</li> </ul>		
<b>Follow-up with schools where your application resides</b> <ul style="list-style-type: none"> <li>➤ Send an email to administrator and teachers to let them why you want to student teach at their school</li> <li>➤ Visit classrooms and offer to teach a lesson</li> <li>➤ Follow up all visits with a thank you email</li> </ul>		
<b>Check contract status webpage</b>		
<b>Be ready to send additional school choices as needed</b>		

**Notes / Doodles:**

## Jump Start – Getting ready for student teaching

### Quick and dirty tips

#### Sample email message:

Dear Mr./Ms. **XX**,

I am currently enrolled in CU-Boulder’s teacher licensure program. I am seeking licensure in **Secondary Spanish**, and plan to student teach in **fall 2030**. I am in the process of visiting schools so that I can select a school site that will be a good fit for my student teaching semester. My student teaching application is due on **XX**, and I would like to take a tour of your school and observe a **XX** class before I submit my student teaching application.

I am available to visit on the days and time below: **[list dates and times]** Will any of these times work for you? Please contact me at your earliest convenience.

Sincerely,

Smart licensure candidate

[Smart.LicensureCandidate@colorado.edu](mailto:Smart.LicensureCandidate@colorado.edu) (use @colorado.edu address)

*Always carbon copy an administrator (principal or assistant principal) on email correspondences. You want to make sure the administrator is comfortable with a particular teacher working with you. Schools can be tricky and political. Keep the communication open and transparent.*

#### Follow-up phone message:

Good morning (*or whatever time of the day it is*),

This is XX from the University of Colorado at Boulder. I’m calling to follow-up on an email message I sent to XX on [date]

Is he/she available?

May I have their voicemail?

\*\*\*

This is XX from the University of Colorado at Boulder. I’m calling to follow-up on an email message I sent to you on [date].

I would like to visit your school because I’m in the process of researching districts where I would complete my student teaching. I’m interested in visiting XX classroom and perhaps receiving a tour.

I am available to visit on XX.

Please contact me at your earliest convenience. I can be reached at XX (*say phone number slowly*).

Thank you, and again this is XX – *{slowly repeat your phone number.}*

## Networking

1. Connectors
2. Professional Contacts
3. Personal Contacts
4. Professional Organizations
5. “Meet-up” Groups
6. Professors / Faculty Advisors

## School choices

1. Approved partner district
  - a. <http://www.colorado.edu/education/students/studentteach/districtweb.html>
2. Not your Alma Mater
3. No relatives attending
4. Minimum: 3 different schools
5. Best number: 4 to 5 schools
6. Public, private, charter
7. Well known candidates usually get their Top Choices!
8. **Application how-to:**
  - a. <http://www.colorado.edu/education/students/studentteach/application.html>

## Where will you live during the student teaching semester?

1. Map out school sites
2. How far can you commute?
3. Is that district hiring?
4. **Student teaching tool:**
  - a. <http://www.colorado.edu/education/students/studentteach/stteach.html>

## Resume

1. Create an attractive resume
2. Google: Teacher resumes
3. Word: Resume templates
4. Career Services:
  - a. <http://careerservices.colorado.edu/students/teachers.aspx>
  - b. Go get help.
  - c. Make an individual or group appointment.

5. Focus on work related to serving K-12 kids and communities.
6. Don't wait to start your resume!

### Visit schools and teachers

1. Create a timeline / calendar
  - a. **Calendar:**
  - b. <http://www.colorado.edu/education/students/studentteach/calendar.html>
  - c. Map backwards from January 30, 2012
  - d. That's the DUE DATE for your student teaching application
2. Visit school websites
  - a. <http://www.colorado.edu/education/students/studentteach/districtweb.html>
3. Email: Principals / Assistant Principals (APs) and Cooperating Teachers
  - a. Be clear:
  - b. **Why you want to visit**
  - c. **Your timeline**
  - d. **Goals and objectives**
4. Scholarly and professional language
5. Prepare:
  - a. Resume
  - b. Business card
  - c. E-portfolio / website
  - d. Demo lesson (if needed)
  - e. Talking points.
6. Look good – dress up
7. Professional communication
  - a. No casual / texting language

### Cooperating teacher

<http://www.colorado.edu/education/students/studentteach/coopteach.html>

### Required

1. CDE license.
2. Endorsement in content area.
3. (and/or) Highly qualified in YOUR content area.
4. 3+ years teaching experience.
5. School / District say teacher is eligible to host a student teacher.

**Create Your Criteria for a Good Fit – school site – cooperating teacher *(make your own list)***

1. Nice
2. Innovative
3. Mentoring skills
4. Male / female
5. Experienced in hosting a student teacher
6. Intelligent
7. Master teacher
8. What else?