



Spring 2012 – Student Teaching
 January – May 2012











MANDATORY Application Meeting
 September 1, 2011 – 7pm-9pm – HUMN 150

Magic day to have everything beautifully packaged for Jill.Perry@colorado.edu
Monday, September 26, 2011 – 5pm (MT)

Have you completed the following...?



	Yes 	No 
Read the student teaching website to become familiar with process		
Read the “Obtaining a Student Teaching Placement Document”		
Read the student teaching placement webpage 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 April 2011		
Updated your resume		
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 August 22, 2011



- 11     Gold for being ahead of schedule to be ready for January 2012
- 7-10    Right on track to be ready for January 2012
- 4-6   Step it up to be ready for January 2012
- 0-3  Uh oh!

Suggested timeline for getting it all done:



August 22 – 26

	Yes 	No 
Reread the student teaching website		
Reread the student teaching placement webpage		
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"> ➤ 2 school sites ➤ 2 cooperating teachers 		
Write draft 1 of resume		

August 29 – September 2



	Yes 	No 
Thursday, September 1, 2011 Attend <u>mandatory</u> spring 2012 student teacher application meeting <ul style="list-style-type: none"> ➤ 7pm-9pm ➤ Humanities 150 (HUMN) 		
Schedule time to visit/observe more schools: <ul style="list-style-type: none"> ➤ 2 school sites (minimum) ➤ 2 cooperating teachers (minimum) 		
Update resume <ol style="list-style-type: none"> 1. Draft 2 2. Schedule time with Career Services 3. http://careerservices.colorado.edu/students/resumes.aspx 		
Write draft one of responses to narratives prompts <ul style="list-style-type: none"> ➤ Describe the factors which influenced your decision to pursue a career in teaching? ➤ What are your three goals for your student teaching experience? How will student teaching help you achieve these goals? 		

September 5 – 9



	Yes 	No 
Schedule time to visit/observe more schools: <ul style="list-style-type: none"> ➤ 2 school sites (minimum) ➤ 2 cooperating teachers (minimum) 		
Update resume		

4. Draft 2 5. Schedule time with Career Services 6. http://careerservices.colorado.edu/students/resumes.aspx		
Write draft one of responses to narratives prompts <ul style="list-style-type: none"> ➤ Describe the factors which influenced your decision to pursue a career in teaching? ➤ What are your three goals for your student teaching experience? How will student teaching help you achieve these goals? 		

September 12 – 16

	Yes 	No 
Monday, September 12, 2011 <ul style="list-style-type: none"> ➤ Resume Workshop ➤ 5pm-6pm ➤ C4C – S336 ➤ Register on CSO 		
Finalize resume		
Finalize responses to narratives prompts		
Create mini-transcript <ul style="list-style-type: none"> ➤ Secondary and K-12 music candidates do this (not elementary) ➤ List content courses only (not education courses) ➤ List up to 10 content courses ➤ Use a chart format for easy readability 		
Visit additional schools – if needed		



September 19 – 23

	Yes 	No 
Create a school choice list <ul style="list-style-type: none"> ➤ List school, district, cooperating teacher ➤ (or) <i>Department choice / Grade level choice</i> if you don't have a specific teacher ➤ Rank your list ➤ Top choice being listed as #1 ➤ You need <u>three</u> different school choices (no duplicate school sites) 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) ➤ Elementary, secondary English and secondary social studies may want <u>six</u> different school choices 		
Finalize resume		
Finalize responses to narratives prompts		



Visit additional schools – if needed		
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September 26

Submit completed application to Jill.Perry@colorado.edu by 5pm MT

	Yes 	No 
Word document ➤ Application (resume, narrative responses, mini-transcript)		
Order of application elements within ONE word document ➤ Resume ➤ Narrative responses ➤ Mini-transcript (secondary & k-12 music)		
Save as: <i>lastname_firstname</i>		
Subject line of your email: ➤ “Student Teaching Application Spring 2012 – Last Name, First Name”		
In the body of your email, list school choices (ranked ordered) ➤ Only Jill and Kanesha will know how you’ve ranked the schools ➤ It’ll be our little secret		

October 2011 to December 2011

	Yes 	No 
Continue visiting schools and making connections with teachers/administrators ➤ Send updated choices to Jill.Perry@colorado.edu if you find a great fit ➤ Updated choices will become your next choice, if current school is unable to place you		
Follow-up with schools where your application resides ➤ Send an email to administrator and teachers to let them why you want to student teach at their school ➤ Visit classrooms and offer to teach a lesson ➤ Follow up all visits with a thank you email		
Check contract status webpage		
Be ready to send additional school choices as needed		

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 (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. Ugly resumes SUCK!
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 September 26, 2011
 - 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?