

Dear Student Teacher Candidate:

We are thrilled that you would like to begin your student teaching experience in the Fitzgerald Public Schools district. We understand and value the importance of training our future teachers. This year, we have revised and formalized the process related to accepting student teachers. We have instituted several new procedures that are outlined for you below:

In order to provide you with the best student teaching experience and a solid base of professional development within our district, we have created procedures that you must follow in order to fulfill the requirements of working as a student teacher in our district. You will find the required forms on our district's curriculum and instruction department website (<http://fitz.k12.mi.us/administration-information/curriculum5/>).

- Click on the **Student Teacher** folder and print out the Student Teacher Application Form.
- Call the Human Resources Office at (586) 757-1751 to make an appointment to drop off your completed application.
- It is necessary to bring your driver's license to this appointment to perform a volunteer background check.
- Once these forms have been processed by the Human Resources Office, you will be notified to contact the Director of Academic Services to set up an interview.

Bring your resume and cover letter to the interview and be prepared to discuss the information in detail. Please note that there are **sample questions** provided in the application that will familiarize you with the types of questions that may be asked by the interview team. Keep in mind that this is a formal interview; appropriate attire is required.

Within a week of your interview, you will be informed whether you have been accepted as a student teacher for the trimester/semester. If accepted, you will be given the name and contact information of the teacher to whom you are assigned. Prior to your student teaching assignment, you will be invited to a **mandatory** student teacher meeting to discuss board policies, university/college expectations, and be provided an FPS identification badge.

If you have questions or concerns, please do not hesitate to contact us.

Sincerely,

Elizabeth Jensen
Director of Academic Services
elijen@myfitz.net
(586) 757-3344 Office
(586) 283-2756 Fax

Regan Henderson
Director of Human Resources
reghen@myfitz.net
(586) 757-1751 Office
(586) 620-6064 Fax

FITZGERALD PUBLIC SCHOOLS

UNIVERSITY/COLLEGE GUIDELINES FOR ASSIGNMENT OF STUDENT TEACHERS, INTERNS AND FIELD EXPERIENCE AND OBSERVATION STUDENTS

The Fitzgerald Public Schools (“FPS”) encourages cooperation with colleges and universities in the training of student teachers and interns. Therefore, the school district will accept college students from a broad spectrum of accredited institutions of higher learning. The following guidelines must be followed. Please sign at the end of these guidelines, indicating your understanding of our requirements for student teacher/intern placements.

Student Teachers/Interns

1. Applications for student teaching or internships in the FPS shall be submitted no later than **April 1** for the following fall trimester/semester and **October 1** for the following spring trimester/semester.
2. All student teacher/intern assignments shall be for a **minimum of seven (7) consecutive weeks** and a maximum of a full semester (exceptions to be determined by Human Resources Office).
3. Students only assigned to observe a classroom less than three (3) days will be required to perform a volunteer background check by calling the Human Resources Office at (586) 757-1751 to make an appointment. It will be necessary for the student to bring their driver’s license to this appointment.
4. Application for student teaching/internships shall be submitted to the Human Resources Office and the student teacher candidate will receive and complete the required Volunteer Background Check Acknowledgment Forms.
5. Individual student applications must include the following items:
 - A resume;
 - A transcript indicating a minimum cumulative GPA of 3.0 for all coursework completed (less than 3.0 will not qualify);
 - Written certification from an applicant's advisor that he/she is ready to assume a student teaching/intern assignment; and
 - CHRI (Criminal History Record Information).
6. All student teacher/intern applicants shall undergo an in-district interview with appropriate school district staff. The interview shall be conducted prior to a final agreement from the school district to accept the student teacher/intern applicant.
7. Student teachers/interns will be assigned by Director of Academic Services in consultation with the Director of Human Resources and building principal(s)/designee(s).
8. Student teachers will only be assigned to experienced staff members by the Director of Academic Services and the Director of Human Resources. The responsible building administrator will inform the Director of Human Resources and Director of Academic Services, in writing, of student teacher assignments that have been finalized.
9. Prior to the commencement of the student teaching experience, the college/university must provide a written explanation of program expectations to the Fitzgerald Public Schools’ Director of Academic Services and provide a clear understanding of the frequency of visits from the college/university supervisor during the trimester/semester.

INTERNSHIPS, FIELD EXPERIENCES, PRACTICUMS & OBSERVATIONS

A pre-student teaching experience for many students is their initial encounter with the real world of teaching. Consequently, practicum students do not assume the degree of classroom responsibility they do during student teaching. Under the supervision of an experienced teacher, practicum students observe classroom activities, assist the teacher with day-to-day classroom management tasks, interact one-to-one with students, and instruct small groups. Some students use the practicum to determine the appropriateness of teaching as a career. The cooperating teacher and university supervisor use the practicum to assess the student's readiness for the student teaching experience.

1. Applications for field experience shall be made directly to the Human Resources Office and requires district office approval. The application must include a letter from the university attesting that the student has on file with the college/university a record of satisfactory coursework and progress to ensure the student teacher candidate is adequately prepared to enter a student teaching placement in Fitzgerald Public Schools.
2. Field experience/observations are discouraged during the last two weeks of the school year.
3. Prior to the commencement of the field experience, the college/university must provide a written explanation of program expectations to the Fitzgerald Public Schools' cooperating administrator.
4. Students will be required to perform a volunteer background check (iCHAT – student teacher as volunteer) by calling the Human Resources Office at (586) 757-1751 to make an appointment. It will be necessary for the student to bring their driver's license to this appointment.

If you have any questions regarding this procedure and the information required, please contact:

Elizabeth Jensen
Director of Academic Services
elijen@myfitz.net
(586) 757-3344 Office
(586) 283-2756 Fax

Regan Henderson
Director of Human Resources
reghen@myfitz.net
(586) 757-1751 Office
(586) 620-6064 Fax

My signature affixed below indicates an understanding and agreement to comply with these guidelines for student teacher/intern placements.

College/University

Date

FITZGERALD PUBLIC SCHOOLS

Administrative Guidelines

STUDENT TEACHER PLACEMENT Procedures and Forms

Guidelines for Student Teacher/Observation/Practicum/Internship Placement

To be considered for a student teaching/clinical experience placement in one of our schools your university/college must contact the Fitzgerald Public Schools' Director of Academic Services.

If a College or University wishes to place student teachers in the FPS, the following must be on file:

- Agreement to Student Teacher/Intern Procedures
- Liability Insurance

Placements will be decided by administration based on the following criteria: availability of qualified staff/teacher(s) in requested areas, willingness of school(s) to take a student, current status of school's state accountability, and outcome of student interview between principal, student, Director of Human Resources, Director of Academic Services and prospective supervising/mentor teacher. The Fitzgerald Public Schools will make every effort to place students at their requested location or with the requested mentor/principal. However, if the request cannot be met, we will forward the request to all qualified staff at the district's remaining schools that are accepting student teachers in the subject/level, unless requested otherwise.

A complete Student Teacher/Observation/Practicum/Internship Placement Application Packet includes:

- Request for Placement/Placement Information Form
- Disclosure Statement
- Student's Resume or Biography
- To be completed in Human Resources Office by student teacher candidate - CHRI (Criminal History Record Information).

The materials should be submitted to the Fitzgerald Public Schools (in one packet) in person to the Human Resources Office:

Human Resources Office
Fitzgerald Public Schools
23020 Ryan Road
Warren, MI 48091

Once the Director of Human Resources has received all completed documents, the information will be forwarded to the Director of Academic Services and building administrator(s) to review for possible placement. An interview will be scheduled. When the decision regarding placement has been determined, the Director of Academic Services will send an email to the University/College Coordinator and the prospective student teacher with student teaching placement information if applicable.

For questions, please contact the Fitzgerald Public Schools' Director of Academic Services at (586) 757-3344 or elijen@myfitz.net or Director of Human Resources at (586) 757-1751 or reghen@myfitz.net.

**REQUEST FOR PLACEMENT FORM (To Be Completed by Student Teacher Candidate)
STUDENT TEACHING/OBSERVATION/PRACTICUM EXPERIENCE**

I. COLLEGE/UNIVERSITY

College/University: _____
Placement Coordinator: _____
Email Address: _____
Phone Number: _____

II. STUDENT INFORMATION

Student Name: _____
(Last) (First) (Middle) AKA (Maiden/other names(s))
Mailing Address: _____
(City) (State) (Zip)
Primary Phone: _____
Secondary Phone: _____
Personal Email: _____
School Email: _____

Date of national background check (CHRI/ICHAT - *Must be completed prior to confirmation of placement*)

Placement Requested:

Observation Practicum Student Teaching Other (explain)

Have you requested placement in this district before?

No Yes If yes, which school(s) and when? _____

Are you a Fitzgerald Alumni?

No Yes If yes, which school(s)? _____

Subject area/areas of concentration/grade levels requested for an assignment:

First Choice: _____

Second Choice: _____

Third Choice: _____

School trimester/semester and inclusive dates for requested assignment:

Signature **Date**

III. CHIEF ACADEMIC/HUMAN RESOURCES OFFICE INFORMATION

Approved Not Approved Try at a later date No placement available
 Please phone for details Other

Authorization(s) **Date**

Information/Comments: _____

IV. SCHOOL INFORMATION – FOR PERSONNEL OFFICE USE ONLY

School: _____

Teacher: _____

Grade/Subject: _____

Date: _____

CHRI/ICHAT: _____

DISCLOSURE

The Fitzgerald Public Schools requires completion of this form for prospective student teacher/observation/practicum/internship placement. If your answer to any of the following questions is YES, please give a complete explanation, using a separate sheet of paper if necessary, including duties, circumstances, and supporting documentation. Any falsification or deliberate misrepresentation, including omission of a material fact or failure to complete any part of this application/questionnaire, will be grounds for denial of placement/employment.

Have you ever had any certificate or license (1) subject to a reprimand (2) revoked, suspended or denied or three (3) voluntarily relinquished to avoid revocation?

Yes No Explain:

Are you currently or have you ever been the subject of any certificate or licensing investigation, inquiry or adverse action by any certification or licensing agency?

Yes No Explain:

Have you ever been dismissed, discharged, fired or forced to resign from any employment?

Yes No Explain:

Have you ever resigned from or otherwise left any employment while allegations of misconduct were pending?

Yes No Explain:

Have you ever been disciplined by a past or present employer because of allegations of misconduct?

Yes No Explain:

Are you currently or have you ever been the subject of any investigation or inquiry by an employer because of allegations of misconduct on your part?

Yes No Explain:

Have you ever been convicted for any crime or pleaded guilty, fined or placed on probation for violation of any law? For the purpose of this question "convicted" includes (1) all instances in which a plea of guilty is the basis of conviction, and (2) all proceedings in which a sentence has been suspended or deferred. You need not list traffic violations for which a fine or forfeiture of less than \$150 has been imposed. A conviction record will not necessarily bar you from placement/employment.

Yes No Explain:

All student teachers placed will be required to complete a disclosure form indicating whether you have been convicted of crimes. A criminal conviction history record, based on fingerprints, will also be requested from the Federal Bureau of Investigation. Student teacher / observation / practicum / internship placements can have their university/college submit proof of any convictions, adjudications, protective orders, final decision, or criminal charges.

I, _____ authorize the Fitzgerald Public Schools to make any personal, educational, vocational, or employment history inquiries. I further authorize any current or former employer, person, firm, corporation, educational or vocational institution, or government agency to provide Fitzgerald Public Schools with information they have regarding me. I hereby release and discharge Fitzgerald Public Schools and those who provide information from any and all liability as a result of furnishing and receiving this information. I agree that falsification of any part of this application shall be sufficient cause for dismissal. References and personal information which become a part of this application will be regarded as confidential and shall not be revealed to me.

PLEASE PRINT NAME: _____
Last, First Middle aka Maiden name, etc.

Signature of Applicant: _____

Date: _____

District Board Policies and Procedures – Student Teachers

Board Policies are available online at www.fitz.k12.mi.us:

SECTION 2000 ADMINISTRATION

Visitors to School

SECTION 5000 PERSONNEL

Acceptable Use of Technology
Anti-Harassment / Anti-Violence
Bloodborne Pathogens
Bomb Threat
Communicable Diseases: Staff and Students
Confidentiality
Conflict of Interest
Decorations, Fire Regulations On
Drug-Free Work Place
Drug Testing
Emergency Warning System
Internet Use by Students and Educators
Non-Discrimination / Equal Opportunity
Parties and Holiday Observances
Physical Facilities, Use of by School Personnel
Security of Buildings and Distribution of Keys / Badges
Security, Monitoring Devices
Smoking on School Property
Student Suspension Initiated by Teacher
Student Teachers
Substance Abuse
Suicide Prevention
Supervision and Safety – Students
Transportation of Students
Trips and Conferences

SECTION 6000 INSTRUCTION

Curriculum Development and Improvement
Homework
Student Teachers

SECTION 7000 STUDENTS

- Attendance – Elementary
- Attendance – High School
- Attendance – Middle School
- Books and Other Properties, Lost or Damaged
- Borrowing of School Property
- Discipline, Code of Student Conduct
- Discipline Limitations (Corporal Punishment)
- Dress Code – Students
- Electronic Devices
- Harassment, Bullying, and Hazing Prohibited
- Health and Physical Welfare of Students
- Medication, Administration to Students
- Parasitic Infestations (Lice)
- Parent Education Rights
- Parent Involvement
- Records, Student
- Safe School Student Discipline Policy
- Smoking on School Property
- Student Information Sharing
- Student Survey
- Student Suspension Initiated by Teacher
- Weather Participation

I certify that I have completed my review of the above Fitzgerald Public Schools’ Board Policies.

Print (Full Legal Name)

Signature (Full Legal Name) **Date**

Mailing Address **City** **State** **Zip Code**

Phone Number/s (include area code):

Sample Interview Questions

1. Tell us about yourself.
2. What is the most important thing you have learned in your college prep classes? Why?
3. Tell us about your experiences working with children.
4. What is your teaching philosophy?
5. What is your teaching style? What influenced it?
6. Why do you want to be a teacher?
7. What are your greatest strengths?
8. What is your biggest weakness?
9. What professional organizations do you belong to?
10. How do you evaluate your own teaching performance?
11. How do you encourage creativity and higher-order thinking?
12. Describe the way you measure student performance.
13. What are the qualities of an excellent teacher? Which of these qualities do you have?
14. What coursework have you taken that you feel has trained you to be an especially competent teacher?
15. What do you expect from your cooperating teacher?
16. How do you keep up with teaching trends?
17. What do you know about student assessments? Which assessments are you familiar with?
18. How do you evaluate the success of your teaching methods?
19. What do you do when you realize that the students don't understand the lesson?
20. How do you differentiate between different levels of students?
21. What do you know about RtI/MTSS?