

## **GRADUATE INTERNS AND UNDERGRADUATES WHO ARE STUDENT TEACHING IN Fall 2017**

Student teaching for Fall 2017 will be here soon! **This document contains important information about your responsibilities for the student teaching semester. Please read all information carefully and save for future reference.**

**Dates for Full Time Student Teaching:** Full time student teaching begins in August. **ALL** candidates are to report to their classrooms when teachers report for the first day back from summer break. The last day of student teaching for all candidates is December 6, 2017. Student teachers/interns must follow the school systems' calendars for holidays and breaks. In addition, attendance is mandatory on all teacher workdays and after-school meetings throughout the semester.

**Lateral Entry Candidates and Teacher Assistants:** The duration of your student teaching will coincide with the dates above. For those candidates serving as teacher assistants, please note that employee responsibilities outside of your assigned classrooms **must cease** during the dates given in this information. Lateral entry candidates will be notified of a Graduate Lateral Entry Orientation via email.

**Student Teaching Handbook:** Many details about the student teaching semester are noted in the *Student Teaching Handbook*. Student teachers, graduate interns, and lateral entry teachers are **required** to have the *Handbook* which will be available on the OFE website, [www.ofe.uncc.edu](http://www.ofe.uncc.edu). Please watch for an email regarding the assessment instrument to be used for student teaching. Do not purchase the STAR.

**Mandatory Student Teaching Orientation:** Plan to be on campus for orientations and seminars beginning August 14, 2017. **All candidates are to report to the College of Education on Tuesday, August 15 at 8:30 am for a mandatory orientation session. Registration begins at 8:00 am. Plan to be on campus until 4:00pm. See room assignments as follows:**

<b>K-6, B-K &amp; SPEL</b>	<b>-</b>	<b>Room 010</b>
<b>6-9, 9-12, TESL, FLED, ARTS</b>	<b>-</b>	<b>Room 065</b>
<b>Special Education</b>	<b>-</b>	<b>Room 166</b>

**Arrive early to sign in and receive materials.** University supervisors will be announced at this time, and you will receive additional materials and instructions regarding additional meetings.

**Orientation for Distance Education Students:** All students enrolled in the distance education program are encouraged to attend orientation on campus so that you can meet your university supervisor. Distance education students outside of the region will receive an email from Ms. Rosslyn Crandell with details for the orientation sessions.

**Final Confirmation of Eligibility:** Your final clearance for student teaching will be determined after grades are posted and grade point averages are recalculated in August. *All grades of I (Incomplete) must be cleared on your transcript or by a written memo from the instructor before beginning the student teaching semester.* If you have been asked to submit other documentation to confirm your eligibility, such as Academic Petition (special request)

forms or employment contracts, these materials must be submitted no later than the orientation session. You may not begin student teaching until this final confirmation process is complete.

**Cancellation of Student Teaching: If for any reason you decide not to student teach next semester, please contact the Office of Field Experiences and your clinical educator (if applicable) immediately. By contacting us if your circumstances change, you demonstrate professionalism and courtesy, and you maintain your good standing in the program. Should you gain employment as a lateral entry candidate or teacher assistant prior to the student teaching semester, please contact the Office of Field Experiences immediately so that we can assist you in changing the status of your student teaching.**

**Background Check and Health Certificate:** Several school systems require a background check and health certificate as a condition of student teaching. If this requirement applies to you, you may be contacted regarding mandatory sessions and activities. Check with your school system to determine the requirements.

A copy of the health certificate is available on the Office of Field Experiences homepage under Resources and Forms, and the Student Health Center provides free physical exams and tuberculosis tests at a minimal cost. *It is recommended that you schedule your TB test during summer break to avoid long lines after the semester starts. You can determine if you need a health certificate by checking the school system website for information.*

**YOUR SPECIFIC STUDENT TEACHING PLACEMENT INFORMATION IS BELOW:**

You will find your confirmed student teaching placement at the link below. In most cases, this placement will not change. **If any of the placement information is listed TBA (to be arranged), you will be notified via your UNC Charlotte email account when the Office of Field Experiences receives the information. If a school name is listed but no clinical educator, please do NOT contact the school to inquire about your teacher. The Office of Field Experiences will send you an email when the teacher has been assigned.** If you were not in a yearlong internship placement, it is important that you contact your clinical educator right away by email to introduce yourself. Email addresses are available through the school websites. Please do not use Internet Explorer as your browser when checking your placement.

<https://ofeclinicals.uncc.edu/MyPlacement.aspx?Term=20179>

We look forward to assisting you in a successful student teaching experience. If you have any questions, please let us know.