

**Secondary Education Department**  
**STUDENT TEACHING FACT SHEET**  
**SED 554/554S and SED 555/555S**

This fact sheet highlights procedures and policies regarding the student teaching experience. **The official policies can be found in the *Student Teaching Handbook for the Single Subject Preliminary Credential Program* at the following web address: <http://www.csun.edu/eisner-education/secondary-education/student-teaching>**

SED 554/554S

The SED 554/554S *Field Experience and Seminar* occur in the 1<sup>st</sup> semester of student teaching. You, the Candidate, work with a Mentor Teacher at a school for 1 period daily, the same period every day, or at least 5 hours per week if on block scheduling, plus another 1 hour daily for consultation, observations, and planning, for one full semester or track—in other words, a total of at least **10 hours weekly**. You begin with several weeks of observing classrooms and working with small groups or individual students, then gradually assume responsibility for teaching the class. You also attend a weekly seminar that supports your student teaching and culminates in the submission of the Feedback-Receiving edTPA (FRED), an abridged version of the edTPA.

SED 555/555S

SED 555/555S *Supervised Practicum and Seminar for the Single Subject Credential* occur in the 2<sup>nd</sup> semester of student teaching. You work with one or two Mentor Teachers at a school site for the same 2 periods daily, or the equivalent in schools with block schedules, plus another 1 hour daily for consultation, observations, and planning, for one full semester or track—in other words, a total of at least **15 hours weekly**. You are responsible for teaching both classes from the first day. You also attend a weekly seminar that supports your student teaching and preparation of the edTPA.

Applying for Student Teaching

- It is your responsibility to meet the Credential Office (CO) application deadlines for student teaching: July 1 (for fall placements) and December 1 (for spring placements). Apply online at: <http://www.csun.edu/eisner-education/credential-office/student-teaching-applications>
- The CO determines whether you are eligible to student teach and communicates this information to you by email. It is your responsibility to work with the CO to

understand the conditions you must meet to become eligible. Note that you must meet the CPR requirement prior to being cleared for SED 555.

- Once you are found eligible, the CO forwards your name to the Secondary Education Department (SED), and the Field Office Support Coordinator or Subject Coordinator in your subject will contact you and initiate your placement at a school.
- You must also request permission numbers to enroll in SED 554/S or SED 555/S. Do this online at: <http://www.csun.edu/eisner-education/secondary-education/student-teaching>. You will receive permission numbers only after you have been cleared by the CO and have met course pre- and co-requisites. (Exception: ACT Candidates will be given permission numbers for SED 554/S and SED 555/S without having to apply for them online.)
- You must self-enroll in SOLAR in these courses; this will not be done for you.
- If you do not meet registration and fee deadlines, the University may disenroll you.

### The School Assignment/Placement

Teacher Candidates must meet two requirements in order to formally begin a student teaching assignment in the field, working directly with secondary-school students, including classroom observations:

1. The candidate must be eligible to student teach.
2. The candidate must be officially enrolled in the appropriate student teaching courses.

There are no exceptions to this policy. Both conditions must be met before the Candidate is allowed to do any fieldwork, including observations and teaching. **Note: Many schools and districts are now requiring additional clearance tests and documentation, above and beyond what CSUN's CO requires. You must meet these requirements as well before you can begin your assignment. Please attend to these as quickly as possible so as not to delay your start.**

- It is the department's responsibility to arrange the placement, not yours. You may indicate preferences, but we must take into account a number of other factors and may not be able to accommodate your requests.
- CSUN has partnerships with many secondary schools in the San Fernando Valley, and long-standing relationships and contracts with LAUSD and other nearby school districts. Student teachers are placed in these schools whenever possible.
- In general, in order to give you diversity of experience and to comply with program standards from the California Commission on Teacher Credentialing, at least one semester of supervised instruction must include a cross-cultural experience and one assignment must include at least one class that enrolls English learners.
- All program completers will earn the "ELAS" authorization, which authorizes you to teach English learners and assist with English language development in your content-area classroom.

- To ensure that you are provided with a qualified University Supervisor in your subject area, school placements are located within a 20-mile radius of CSUN.
- One of your student-teaching assignments will take place at a middle school and the other at a high school; the order does not matter. Rare exceptions are made when the nature of the subject requires it.
- CSUN must wait for schools to make decisions on Mentor Teachers and classroom assignments for the student teacher. In a few cases, the assignment may not be finalized until after the school semester has begun.
- Once you know your placement school, contact the school's Assistant Principal and Mentor Teacher(s) and arrange to meet and begin planning for the semester. Discuss with them the fact sheet entitled "Responsibilities of the Mentor Teacher in SED 554 or SED 555." This is critical, because your University Supervisor will not make a first visit until after school has started.

#### Professional Expectations

- You are expected to observe and/or teach at the school site from the beginning to end of that school's semester or track, independent of the beginning and end of CSUN's semester, and independent of when the Progress Report or Student Teaching Evaluation are due and submitted.
- You are expected to attend your assigned class or classes every day they meet, except in cases of illness or a family emergency. Absences exceeding 5 school days will normally result in a No Credit for the student teaching and seminar courses and a dismissal from the assignment.
- You must complete a lesson plan for every lesson you teach and keep the plans in the classroom in a binder or electronic folder that is accessible to your Mentor Teacher and University Supervisor.

#### When a Problem Arises

- If you do not demonstrate satisfactory progress, the University Supervisor, in collaboration with the Mentor Teacher, will develop an Assistance Plan. This plan is agreed upon and signed by all parties.
- If the school becomes dissatisfied with your performance or professionalism, the administration may terminate your assignment at any time. In most cases, this will result in an automatic No Credit for the student teaching and seminar courses.
- If you receive grades of No Credit in two different semesters of student teaching (that is, in any combination of SED 554/S and SED 555/S), you will be disqualified from the credential program.