



The following answers to **Frequently Asked Questions** are general. Please check with your cohort leader for individual cohort schedules and field experience expectations.

What paperwork do I need to submit, to whom and when?

The placement office needs to receive a **completed Student Teaching Application** (available online). This form needs to be submitted at the same time you accept admission to the program. Please save it as a Word document (name it “Last Name, First Name – Application”), and email your completed application as an attachment to fieldplacement@pdx.edu.

Why can't I set up my own placement?

Students are **not** allowed to set up their own placements in any school or program. The university and the school districts have individual agreements regarding the way in which students are placed in their districts. In all cases, the approval and input of the principals and/or administrators is essential to a quality placement. Many students have worked or volunteered in programs and have personal knowledge of quality teachers or schools. If you personally have knowledge of a quality placement, forward this information to the Field Placement Coordinator and we can make the appropriate contact.

How will I find out where I am placed?

Most likely you will be emailed by the office of Field Placement with the particulars of your placement, but in some cases you may be notified directly by the teacher or principal that you have been accepted. If this happens, please make sure to notify the field placement office.

What if I don't have a placement when my field experience is supposed to begin?

Sometimes placements are difficult to confirm or they fall apart for a variety of reasons. We will continue to seek a student teaching site and notify you as soon as possible. Stay in touch with your cohort leader.

How do I process my fingerprints?

Instructions for submitting your fingerprints and confirming their clearance can be found here: http://www.pdx.edu/sites/www.pdx.edu.education/files/media_assets/gse_fp_fingerprint_inst.pdf. GTEP students should submit their fingerprint packets directly to TSPC; please **do not** send your packet to the School of Education.

How will I know if my fingerprints have cleared?

Instructions for checking your clearance can be found here:

http://www.pdx.edu/media/g/s/gse_fp_verify_fingerprints.pdf. TSPC does NOT notify the Field Placement Office when your fingerprints have cleared; it is your responsibility to submit proof of clearance to our office in a timely manner.

What if I have already been fingerprinted?

Many districts have their own background check procedures, including fingerprinting, that are independent of TSPC's clearance. You **must** be cleared by TSPC to student teach.

If you are not sure whether you were cleared by TSPC, follow the instructions above to check their website. If you were cleared by TSPC within the last three years, submit proof of clearance to the Field Placement Office. If you are not in TSPC's database or your clearance is more than three years old, you must submit fingerprints to TSPC before you can begin your field experience.

Why can't I be placed with the district/school/teacher of my choice?

Every effort will be made to secure a placement in the district and schools of your choice, but the many variables involved make it impossible to guarantee a placement in a particular site. In addition, the program discourages using placements in schools you attended, your parents work, or your children attend.

Why can't I be placed in a night, evening or summer program?

Opportunities in these programs are very limited and often don't line up with our program requirements. In most cases, we will not pursue placements in these settings.

What can I do to prepare for initial field experience?

Once your paperwork has been submitted to the Office of Field Placement, you may be contacted by a principal or teacher at any time. Most teachers will want to interview you before making a final decision; prepare just as you would for a job interview. Once in your placement, dress and behave professionally at all times. Remember that you are an invited guest for the duration of your placement.

What will my daily time commitment look like?

- **Initial Field Experience:** A **minimum of one day per week** to be mutually scheduled with your cooperating teacher. Most likely your cohort leader will expect you to be in the school two days a week. If you are in a part-time cohort, this experience will be spread over the first year of your program.
- **Student Teaching I:** You are required to be in the school a **minimum of 20 hours per week**. Check with your cohort leader to verify individual cohort requirements.
- **Student Teaching II:** Your day **begins** at the same time that the school requires your cooperating teacher to arrive and **ends** when hers/his does. If your cooperating teacher tends to stay very late after school or arrives extremely early, you will need to negotiate a reasonable daily time commitment.

What should I do after I'm notified of my placement?

Please contact your cooperating teacher. After contacting the cooperating teacher, set up a time to meet at the school. Familiarize yourself with the classroom and introduce yourself to the appropriate staff members (principal, teachers, educational assistants, administrative assistants, and custodians). This will make your transition to the school much more comfortable.

What if I am ill?

Contact your cooperating teacher at home the night before, if possible, or contact the school in the morning if you wake up ill. Contact your university supervisor if you had a scheduled observation.

What if I move or get married?

If **any changes** occur (i.e., name change, new address, new phone number, or change to student teaching status), please **contact your cohort leader, program secretary, AND the Field Placement Coordinator immediately.**

What if the school makes a change to my confirmed placement?

Again, if **any changes** occur, please **contact your cohort leader AND the Field Placement Coordinator immediately.**

ADDITIONAL QUESTIONS SHOULD BE DIRECTED TO YOUR COHORT LEADER.