

APPLICATION FOR STUDENT TEACHING / INTERNSHIP*

- ✓ Requests for student teaching placements are due on the first day of the semester preceding the semester in which student teaching is requested.
- ✓ Requests for an internship in the MAT program must be submitted no later than April 15th.
- ✓ A \$250 placement fee is required for each placement (Student Teachers & Interns)

Term: ____ Fall ____ Spring ____ Both (internship)* ____ May/June ____ Year

Name: _____

Campus/School Address: _____

Home/Permanent Address: _____

Address expected during student teaching placements (Town/City) _____

E-Mail Address: _____

Phone (H): _____ (W): _____ (C): _____

Circle the number above which is best to be reach at

Check One of the Following:

Russell Sage College

- ____ Childhood Education with _____ (*indicate liberal arts major*)
- ____ Childhood Education with Middle Childhood Extension _____ (*content area*)

Sage Graduate School

- ____ Childhood Education
- ____ Dual Masters in 1) Childhood and 2) Special Education (*Note: You need to fill out this form as well as the special education Student Teaching Application*)
- ____ Dual Masters in 1) Childhood and 2) Literacy Education
- ____ Health Education
- ____ Master of Arts in Teaching (**MAT Students completing an internship are placed for half days, September through June.*)
- | | |
|--------------|---------------------|
| ____ Art | ____ Mathematics |
| ____ English | ____ Social Studies |

PLEASE indicate immediate family members who are employed by—or attend schools—within the Capital District area (ie, within an hour of Troy). This assists us in complying with district policies in terms of placements. Names are not necessary.

Relation (parent, child, sibling)	District	Employed by/attending School
EXAMPLE: Parent	North Colonie	Loudonville Elem.

Transportation Information

Please note: You must provide your own transportation to and from your placement. Placements are assigned as they are available and in accordance with State regulations and Education program standards. We note your location of residence in assignment of placements, but we are unable to guarantee placements in specific locations.

Summarize your practica placements

Summarize hobbies & special interests (e.g. musical talents, travel experience)

Summarize work experience(s) (most recent first)

Additional information required

- **Name of School District where you reside** (if you have children in the school, indicate grade levels)

Yes No Do you have or have you ever had a child in this district?

- **Are there any extenuating circumstances the Director of Field Experiences should know?**

Advisor Recommendation: I anticipate the student will have completed all required courses and will be ready for student teaching or internship in the semester/year indicated.

Signature of Advisor

Checklist of needs

_____ I have attached a copy of my latest (unofficial) Sage transcript

_____ Indicate any courses to be taken before the student teaching or internship begins.

I have answered all questions to the best of my ability.

Signature

Date

THE SAGE COLLEGES SCHOOL OF EDUCATION

APPLICANT: Please detach this sheet from the application and save for your records.

Information Regarding Student Teaching or Internship Placements

The School of Education reserves the right to make all placement decisions. Although we try to accommodate students as much as possible, there are many factors that go into placement decisions, including issues of availability, ensuring placements meet certification criteria, ensuring that placements meet our program requirements and criteria, including NCATE criteria, and meeting student needs pertaining to extenuating health and family issues. We must also consider supervision issues. All these factors must be considered in tandem. Please note that due to the limited availability of placements we may not necessarily be able to place you in the districts nearest your home. We are unable to honor requests to be placed in particular school districts or at particular grade levels.

The State Education Department and The Sage Colleges School of Education require that you have experience teaching in a high needs district. "High needs" is defined by the State according to data they receive from school districts regarding socio-economic indicators. A list is published each year, and we consult that list in our placement decisions. High needs districts are not all urban districts, and all urban districts are not high needs. Additionally, there is no requirement that you have one of your experiences in a suburban district, or in a "low needs" setting, just the minimum requirement that you have experience in a high needs setting. We try, if placements are available, to offer two distinct experiences so you have a broad base of experience, but that should not be taken to mean "one urban, one suburban".

There is a place on your application that asks you to describe extenuating circumstances if there are any. Please put **in writing** the details of any extenuating health and/or family issues that the Director of Field Experiences would need to know about **prior to arranging your placement**. These are taken into consideration when making placements. Documentation of extenuating circumstances may be requested. Any special requests **MUST** be put in writing and submitted on or with the application.

Regarding student teaching in your home school district, please note that we try to avoid this situation in most cases, especially if you have children in the district. There is a potential conflict of interest associated with asking a school to evaluate the teaching performance of a member of its own school community, and we prefer to avoid putting our colleagues in the field in potentially uncomfortable situations.

The student teaching application has a place for you to put your address. If you are going to be living on campus during the semester you student teach, you should note that on the application. We note where students live and accommodate to the extent possible given the parameters described in this letter. However, it is the student teacher's or intern's responsibility to arrange transportation and life schedules in order to be at the placement within the time frames a teacher in the host district would be at work, regardless of commute time.

Placements will be e-mailed to you. You will receive your placement information and a letter informing you of how to contact your host school(s) and teacher(s) via your Sage e-mail account. Please notify the Education Office if you do not receive your placement letter by the end of the semester prior to your student teaching or internship semester.