

Frequently Asked Questions:

- **What's the best way to get in touch with the Pre-Student Teaching Office?**

The best way to contact the Pre-Student Teaching Office is by email. You may contact Jennifer Quick at quick1jm@cmich.edu or Sandra Koch at koch1sl@cmich.edu

- **What does it mean to be a Professional Educator?** Professionalism is the way you conduct yourself. Here are things to keep in mind when you are in your placement:

- Adhere to all school rules, such as not chewing gum, etc.
- Be personable and maintain a positive attitude.
- Do not consider yourself a teaching expert - you are learning from those in the profession.
- Make sure that you build a rapport that will be reflected on positively. Treat others, as you would want to be treated.
- Internet use while at your host school is limited to PK-12 school business only. You are not to use field experience hours to check your email, browse sites or conduct personal searches.
- There is NO texting or personal use of cell phones while in the host school. Your host teacher is aware of this Pre-Student Teaching policy.
- Do not discuss your personal life with students except as experiences which may add to instruction. Students may have difficulty interpreting your intentions and see you more as a peer than a teacher.
- Remember that you are an ambassador of Central Michigan University and the College of Education and Human Services. Put your best foot forward and enjoy this opportunity to pursue your goal of becoming a GREAT teacher.

- **When do I fill out the paperwork for my Pre-Student Teaching placement?**

All Pre-Student Teaching courses and placements require admission to the CMU Teacher Education Program.

If you are working toward Elementary Certification, and admitted to the Teacher Education Program, you will be notified to sign up for your cohort classes. During this sign up procedure you will also fill out your forms for your Pre-Student Teaching field placement online. The forms may be found on the Pre-Student Teaching website. The online application must be submitted on or before the due date given.

Those seeking Secondary Certification are encouraged to Pre-Student Teach no earlier than two semesters prior to Student Teaching. Once registered for your secondary Pre-Student Teaching course, you will receive an email via your CMICH email account providing you with the online application instructions. Once you have completed the online application you need to make sure that it is submitted by the due date given. Please remember that Admission to the Teacher Education Program is required to be eligible for your Pre-Student Teaching field placement, and to enroll in your secondary Pre-Student Teaching

course. Just because you are able to register for a course tied to fieldwork does not guarantee your ability to take that course.

Treat the Online application very seriously. Pay close attention to detail, grammar, and spelling. This is the first introduction that the host teacher has to you, and immediately informs their impressions of you at the start of your placement.

- **May I meet diversity requirements during Pre-Student Teaching?** Yes. When filling out your Pre-Student Teaching Online Application, please indicate that you are interested in meeting diversity criteria that you might have left to meet. We attempt to be proactive about helping you meet the diversity that you need, but we are not able to make guarantees. Recognize that diverse placements may be up to an hour away.
- **How far away will my placement be?** Placements are dependent on host teacher availability. We do our best to keep Pre-Student Teaching placements close, but there are no guarantees. Most Elementary placements are within a half hour of campus, and Secondary placements are within fifty minutes, or closer.
- **What if my course/work schedule is changed after I filled out my Pre-Student Teaching forms?** Please make sure that the Pre-Student Teaching Office is notified as soon as possible of ALL course changes, work hours, disruptions to your weekly schedule that would potentially interfere with an assigned placement. We are working with the schedules of host teachers and they need to know that a student will be in the host classroom consistently at the day and time assigned.
- **When do I find out which school I am assigned to for my Pre-Student Teaching?** Your Pre-Student Teaching placement information will be available on your Student Information (SI) Sheet online. On your first day of your Pre-Student Teaching course on campus, a representative of the Pre-Student Teaching Office will come to the class and go over all fieldwork information and forms required for successful completion of Pre-Student Teaching. Information will be provided at that time regarding the progress of placements.
- **Does my host teacher know that I am coming?** All of the host teachers and schools that we work with know that you are coming. They have agreed in advance to host you. If you have requested a placement outside of the Mt. Pleasant region, the host teacher has been contacted for approval of the placement, but may not be overly familiar with the program. In that situation it is your responsibility to guide the host through what needs to be accomplished.
- **May I do my Pre-Student Teaching fieldwork in my home school?** No. You may not complete your Pre-Student Teaching hours in your home school that you graduated from. Placements need to be completed in schools where family are not attending or working. This is done to protect both parties from any potential conflicts of interest.
- **May I choose my own school for my Pre-Student Teaching placement?** No. You may not choose, or arrange your own Pre-Student Teaching placement. If you commute, or live outside of the Mt. Pleasant area, the Pre-Student Teaching Office will take suggestions for a placement that allows you to be close to your home.

- **Why are students not allowed to make their own placement – locally, or back home?** CMU has written agreements with school districts across the state of Michigan. It is the responsibility of the Pre-Student Teaching Office to make sure that the Pre-Student Teaching student satisfies the requirements for the district in which they are placed, and each district has specific criteria that must be taken into account.
- **May I contact a teacher on my own before my placement?** No. Please do NOT make contact with any schools before your placement is assigned to you. The Pre-Student Teaching Office will post an announcement on Blackboard to let you know when it is time to contact your host teacher by email.
- **I'm a little apprehensive about going into a school classroom. How might I prepare for this experience in some way?** Having a passion to teach and be a part of the lives of young people is the best prerequisite. We always encourage future teachers to get involved with Education related University RSO's, volunteering in schools, and substitute teaching. All of your methods course will help to settle your nerves and give you the needed skills to lead a classroom. New situations are not always easy, but all the host teachers are very accepting, have been in the same situation you find yourself in and welcome your presence and help in the classroom. Enjoy this experience by getting involved quickly in the host classroom with the host teacher and students. Schools need GREAT teachers and Central Michigan University desires to help develop and foster GREAT teachers.
- **What if I do not like my placement?** Recognize that the Pre-Student Teaching Office works very hard to locate host schools and teachers that are willing to help you become a future teacher. These placements take months to set up and are not just "thrown together." You are placed in a particular spot for certain reasons. Should you have difficulties with a placement, please contact the Pre-Student Teaching Office as soon as possible.
- **What if I don't get along with my host teacher, or I sense problems in the classroom?** If you are experiencing difficulties with your placement you should contact the Pre-Student Teaching Office **immediately**. At that time the Director or Coordinator will go over the concerns with you and make an assessment as to whether a new placement is needed. Always communicate early if you sense a problem or concern about your placement. You may share the matter with your course instructor, but ultimately the issue has to be resolved through the Clinical Experiences Center.
- **I can't make my assigned time for the fieldwork?** You are welcome to rearrange your schedule with your host teacher once you have your placement. The host teacher has the final say on changes, but most teachers are accommodating to Pre-Student Teachers. You will complete a Pre-Student Teaching Placement Verification assignment on Blackboard, and will turn in your changes at that time. Day and time changes are sometimes made even after you receive your placement information, so be watching your CMICH email and SI sheet.
- **What if I am ill and not able to attend a day I am scheduled to be in the host school classroom?**
If you are not able to make your scheduled time you **must** contact your host teacher and or host school **by phone before your absence**. The teacher is

expecting you and usually plans activities with your availability in mind. Always get the school phone number and host teacher's phone number on your first visit to your classroom. If you need help from the Pre-Student Teaching Office, please do not hesitate to contact us.

- **May I go to my host classroom more than once a week?** Yes. If you have time in your schedule and have cleared the extra time with your host teacher you may complete extra hours in the field. We encourage students to spend extra time in the host classroom and count that time on their Attendance Form. Often your Pre-Student Teaching course will have assignments that parallel with your fieldwork. Any plan to finish your Pre-Student Teaching hours in less than 7 weeks, or in the originally agreed upon time, needs the approval of the faculty instructor. All changes such as this need to be communicated to the Pre-Student Teaching Office.
- **What are Reflections and when are those required?** Focused Reflections allow you to thoughtfully reflect on the fieldwork that you are completing week to week. All Reflections are submitted to the Pre-Student Teaching Blackboard. The Reflection topics, due dates and criteria are posted on Blackboard under Assignments. Those students working outside of a specific timetable for submitting reflections should note that for every three hours spent in the field, a reflection may be answered and submitted.
- **Who evaluates my classroom experience?** Your host teacher will fill out two sets of evaluations on your classroom performance. One set is filled out after your 5th week in the classroom. The final set of evaluations is completed by your last visit. Your first set of evaluations is a Midterm Evaluation and a Lesson Evaluation. The second set of evaluations is a Final Evaluation and 2nd Lesson Evaluation. These evaluations have critical due dates to monitor your progress in the field. Your faculty instructor will have forms and other requirements that coincide with your on campus Pre-Student Teaching course. On occasion a representative of the Pre-Student Teaching Office will be making visits to your host classroom/school.
- **Will I be teaching during Pre-Student Teaching?** The level of involvement you have in the host classroom is entirely up to the host teacher. The more that you provide the host reassurance that you are willing to get involved and work hard, the more they will be willing to let you try. It is the goal of the Pre-Student Teaching Program to have you teach at least two lessons that either the host provides, or you create. Either way, you are responsible for handing in two typed lesson plans that are your own work and go along with the Evaluation forms. Some students set too high of an expectation for the experience, and have ended up disappointed as a result. Be positive and have an attitude of gratitude for the opportunity.
- **When and where do I turn in the required forms?** A representative of the Pre-Student Teaching Office will be coming to your on campus Pre-Student Teaching course 4 times during the semester. The specific dates will be listed on Blackboard, and on the Pre-Student Teaching website. You will be required to turn in all forms and evaluations at those class meetings. Any form not turned in at your Pre-Student Teaching course becomes your responsibility to bring to EHS 421. There are several Pre-Student Teaching courses that are quite small. Those

students will be notified and updated through Blackboard to turn in all materials to EHS 421.

- **What if I have lost a form?** You may pick up extra Pre-Student Teaching Evaluations and Attendance forms in EHS 421.
- **What happens if I don't complete my required Pre-Student Teaching hours?** You must successfully complete **ALL** requirements in Pre-Student Teaching in order to be eligible to Student Teach. This includes field hours, forms, evaluations, reflections and all other requirements of the course syllabus. Your fieldwork is a pass/fail status given by the Pre-Student Teaching Office to your instructor, and the final grade is submitted by your University Pre-Student Teaching instructor.
- **I am a double major Secondary Educator. Will I complete a Pre-Student Teaching Field Experience for each Secondary Education major?** Yes, you must complete a Pre-Student Teaching Field Experience for each major. If you are questioning course substitutions for your double major's Pre-Student Teaching Experience, please contact the Pre-Student Teaching office.
- **Will I complete a Pre-Student Teaching Experience in my Secondary Education minor?** The following Departments require students to Pre-Student Teach if they minor in Math, English and Biology. This only applies to those students that are seeking Secondary Certification.