

Student Teaching/Internship Advisement Flow Chart

<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p style="text-align: center;">Phase I:</p> <p style="text-align: center;">Application</p> </div>	<p style="text-align: center;">Program Advisor or Coordinator from whom you will:</p> <ul style="list-style-type: none"> • Seek advice on prerequisites • Sign up for course work & seminar • Get approval and signature for Student Teaching/Internship • Inquire about placement information in programs such as Music, English, Social Studies, Math, Science, TESOL, Spanish, etc. (Subject to change) 	<p style="text-align: center;">PDN Office: Carman Hall B-33, where you will:</p> <ul style="list-style-type: none"> • File Student Teaching/Internship Application • Submit a copy of Mantoux test • Submit evidence of fingerprinting • Obtain information about online registration as a student teacher with NYCDOE and get the Reference Guide. See the website at the bottom of the chart.* • File special requests related to placement • Report changes of personal information e.g., status, mailing and e-mail addresses, phone #, etc. • Inquire about placement information in Early and Childhood Education. 	<p style="text-align: center;">NYCDOE</p> <ul style="list-style-type: none"> • If needed, a student teacher will visit NYCDOE for fingerprinting service at: 65 Court Street Room 102 Brooklyn, New York. • Possible Lehman campus fingerprinting service provided by NYCDOE 	
<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p style="text-align: center;">Phase II:</p> <p style="text-align: center;">Student Teaching/ Internship in School</p> </div>	<p style="text-align: center;">College Supervisor from Lehman will:</p> <ul style="list-style-type: none"> • Provide ongoing supervision • Teach the education seminar • Conduct four visits and 2 formal observations • Engage in lesson based discussions • Assign a final grade 	<p style="text-align: center;">Cooperating Teacher in School (Student Teacher Only) will:</p> <ul style="list-style-type: none"> • Provide ongoing daily supervision & assign responsibilities • Write 2 formal evaluations of the student teacher • Respond to questions and issues related to the student teacher's experiences in the school/class 	<p style="text-align: center;">PDN Office at Lehman, where a student teacher will:</p> <ul style="list-style-type: none"> • Report changes in status e.g., from student teacher to Intern, placement, etc. 	
<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p style="text-align: center;">Phase III:</p> <p style="text-align: center;">Completing Student Teaching/ Internship</p> </div>	<p style="text-align: center;">Student Teachers/Interns will Complete Surveys on:</p> <ul style="list-style-type: none"> • Evaluation of Student Teaching/ Internship Experience • Evaluation of College Supervisor 			

* Note: NYCDOE Student Teaching Initiative Online Registration: <http://nyc.teachsupportnetwork.com/studentteacher/Home.do>