

Teacher Candidate Placement Process

During the semester before student teaching, both the University Supervisor and the Academic Advisor consult with Teacher Candidates to determine appropriate placement requests. The process for placements is as follows:

- The Office of Field Experience (OFE) requests information from Teacher Candidates regarding their prior field-placements and student teaching placement requests.
- The Academic Advisor meets with the Teacher Candidate prior to his/her meeting with the University Supervisor to discuss the student's placement choices by district. The OFE mails the "student teaching placement advisement forms" to the Academic Advisors. The Academic Advisors meet with the Teacher Candidate to discuss the placement and they return the completed form to the OFE. This information is used to make appropriate placements for various program-area needs.
- The Teacher Candidate attends an initial "student teaching placement meeting" to gain knowledge and understanding of the student teaching placement process. It is at this meeting that the Teacher Candidate may sign-up for a "student teaching consultation" with their prospective Supervisor.
- After reviewing the application materials for the Teacher Candidate as well as consulting them, the University Supervisor will contact the requested district to determine an appropriate placement. Each Supervisor will make contacts according to each district's policies for making field placements. It is the responsibility of the Supervisor to check with the Human Resource Director to determine that district's process/protocol.
- The Teacher Candidate should not attempt to make their own field placements. Any attempts at doing so will only delay the placement process for that individual.
- A Teacher Candidate will have diverse placements throughout their program at ASU. Only in rare or emergency circumstances will a Teacher Candidate student teach in a classroom or school where they have previously had a field-experience.
- Candidates cannot be placed in schools where they have relatives, children, or close friends.
- When a suitable placement is finalized with the district, the University Supervisor completes the placement information and forwards it to the Office of Field Experiences.
- The Office sends a placement confirmation letter to the Teacher Candidate via their appstate e-mail address. In this letter, Teacher Candidates are advised to contact and/or go to the placement school to introduce themselves and tour the school facilities prior to student teaching.