

Directed Student Teaching Information

Candidates who are eligible to enroll in Directed Teaching must complete and submit all requirements in the application process at least 10 months prior to placement. Part I is the online application that once completed, will be sent to the Director of Field Experiences and School Partnerships. Part II of the application requires a printed copy, completion, approval and signature of the candidate's academic advisor. This signature certifies that the candidate is eligible to enroll and all criteria has been met. Advisors will complete the bottom section and sign. Students must present the completed Part II form to the School of Education Coordinator of Field Experiences, Mrs. Marsha Clark at least 10 months prior to student teaching placement.

Directed Student Teaching is a semester-long course. Candidates must register for the course and pay tuition and fees as a full-time student. In addition, candidates in some programs must register for an additional three-hour seminar course as required in their major. These candidates will be required to come back to campus during the semester for additional meetings in these courses. Candidates cannot take any additional courses during the semester of Directed Teaching.

Depending on the candidates major, Directed Student Teaching will consist of one placement for the entire semester (14 weeks) in a grade level and/or subject specific setting or two placements (7 weeks per school) if the candidate are in the learning disabilities, physical education or art education program. Placements for candidates are requested by the Field Experiences Coordinator who works with local school district personnel in accordance with established policies and procedures. Candidates will be placed in schools that have agreed to serve a partnership schools as well as in other appropriate school sites. Candidates may indicate their preferences of three primary school districts, however the final decision regarding placements are based on a number of factors, including the use of partnership schools, the university's ability to provide supervision, and the availability of qualified cooperating teachers. Candidates are not permitted to contact classroom teachers or principals regarding their placements.

When all of the placements have been made and confirmed, the Director of Field Experiences and School Partnerships will notify candidates. The Directed Teaching experience requires the candidate to be in their assigned school all day, every school day for a period of at least 70 days. In addition, there are meetings, conferences and other duties after school that the teacher candidate will need to attend and participate in. During the first several weeks of placement, candidates will observe, learn the classroom/school routine, and begin to plan for the assumption of total teaching responsibilities. Candidates will begin to add subjects and/or classes gradually until they have assumed full responsibility for the classroom. Each teacher candidate MUST teach a full load for a minimum of 20 school days in order to gain credit for this class and be eligible for

state certification. Candidates will begin to relinquish control gradually to the cooperating teacher during the last week of placement.

Because Directed Teaching is a full time endeavor, candidates are advised not to try to hold a job at the same time. If you must work, however, please plan to cut back on your hours, particularly while you are teaching full time.

ALL BELOW ITEMS HAVE TO BE COMPLETED 10 MONTHS PRIOR TO STUDENT TEACHING TO BE CONSIDERED FOR PLACEMENT (PRINT AND READ CAREFULLY):

1. COMPLETE Part I (online)
2. PRINT & COMPLETE Part II (with Advisor) during ADVISEMENT.
3. Complete the State Department of Education, Application for Teacher Certification online at <https://ed.sc.gov/educators/certification/applying-for-certification/>. The application fee will have to be paid online at time of completing this application and the amount of \$105. It will need to be paid by credit or debit card.
4. Applicants for Directed Teaching must complete an FBI electronic fingerprint check and receive clearance prior to being permitted to student teach (placements will be secured in anticipation of a clear record). There is a cost associated with fingerprints.
5. Mail a copy of your social security card to the address below when you submit your application to the SC State Department of Education. You may also fax it to 803-896-0368, attention Office of Educator Services.

Office of Educator Services
8301 Parklane Rd.
Columbia, SC 29233
6. Please complete the application as a “student teacher” for appropriate term.
7. PRINT and keep copies of every form and payments you complete.