

## Chicago Semester Information



Students who wish to student teach in an urban setting, may find the perfect opportunity in **Chicago**. Hope College is part of a consortium of colleges (**Chicago Semester**) that arranges for student teaching placements in the heart of the city. They seek strong students who have a heart for teaching in diverse, urban settings. Students interested in this possibility should read on for further information:

### Information

- Students may secure information about the Chicago Semester program at: [www.chicagosemester.org](http://www.chicagosemester.org). Additional information may be obtained on Hope's campus in the Fried International Center (International Education Office) or through Dr. Sander DeHaan in the Department of Modern and Classical Languages.

### Contacts

- Students interested in student teaching in the Chicago Semester *must* contact Professor Nancy Cook, Director of Student Teaching, **and** Professor Sander DeHaan (Hope College liaison to the Chicago Semester program) in the Department of Modern and Classical Languages as early as possible, *but no later than two semesters in advance* of the student teaching experience. The Chicago Semester accepts only 24 student teachers from the participating colleges *per semester*, so students are advised to seek assistance early.

### Applications

- Students will complete **three application forms** – one for permission to student teach off-campus (Off-Campus Study Application), one for the Chicago Semester program (which includes the “Student Teaching Supplemental Information” form), and one for permission to student teach (Hope College Education Department’s form).
  - The **Off-campus Study Application form** is available through Professor DeHaan, the Fried International Center on campus, or on-line (<http://www.hope.edu/admin/international/offcamp/forms%20and%20files/Off-Campus%20Study%20Application.pdf>).
    - When completing this application, care should be taken to construct a well-written rationale that outlines why a Chicago student teaching placement is desired over a west Michigan placement. Students should also connect the Chicago experience with career aspirations and should explain the student teacher’s interest in teaching in an urban setting.
    - The student’s faculty advisor should review the application before signing off on it.
  - The **Chicago Semester application** is available on line at [www.chicagosemester.org](http://www.chicagosemester.org).
    - When completing this application, the applicant should understand that student teacher placement in the Chicago Public Schools (CPS) is highly competitive. (There are over 1300 student teachers in CPS each year.) Written responses to the “Goals and Internship Interests” section of the application will be shared with CPS principals. The philosophy of CPS is to consider student teachers who are articulate and willing to invest in CPS students in return. Therefore, it would be to the applicant’s advantage if he/she is particularly interested in urban education as a post-graduate goal.
    - The final page of the Chicago Semester application is the “Supplemental Application for Student Teaching.” This must also be completed, signed by the student’s advisor or the Education Department’s chairperson and submitted to Chicago Semester by the appropriate deadline.
    - The student should be sure to include all other required materials, such as an official transcript, with the application.
  - The **Hope College Education Department’s application for student teaching** is available on-line through the Education Department’s website, <http://www.hope.edu/academic/education/>.

Application procedures will be discussed at mandatory meetings held on campus each semester prior to due dates for the student teaching application.

- Finally, **Chicago Public Schools** requires all student teachers to register on-line, as well as submit a packet of other pertinent materials (results that are no older than a year from a TB test, criminal background check, and confidentiality report). As soon as the student teacher has applied to the Chicago Semester program, he/she should go to: [www.teachchicago.com/STI](http://www.teachchicago.com/STI) to complete the on-line registration procedure for Chicago Public Schools. The student should then submit the other required materials to: Dameka Redic, Coordinator of Student Teaching Initiative, 2<sup>nd</sup> Floor, 125 South Clark Street, Chicago IL 60603. (See specific notes on the criminal background check below.)

## **Deadlines**

### **For FALL SEMESTER Student Teaching:**

- **First Friday in December:**
  - **Education Department Student Teaching Applications** for the Fall semester will be due by the first Friday in December for student teaching placements the following **Fall** semester. Students should note their preference to student teach in Chicago in the “Comments” section of the Student Teaching application. Prospective student teachers will also be required to create and submit a resume through Career Services’ JobStop website.
- **February 1<sup>st</sup> (on or about):**
  - **Off-campus Study Applications** for the **Fall semester** are due to Professor DeHaan on or about February 1<sup>st</sup>. *Check the International Education Office website for specific deadline information as this is subject to change.*
- **March 1<sup>st</sup>:**
  - **Chicago Semester** application for the **Fall semester**, including the “Student Teaching Supplemental Information” should be sent to Annie Thompson at Chicago Semester.

### **For SPRING SEMESTER Student Teaching:**

- **First Friday in March:**
  - **Education Department Student Teaching Applications** for the following **Spring** semester are due in the Education Department by the first Friday in March. Students should note their preference to student teach in Chicago in the “Comments” section of the Student Teaching application.
- **March 25<sup>th</sup> (on or about):**
  - **Off-campus Study Applications** for the **Spring semester** are due to Professor DeHaan on or about March 25<sup>th</sup>. Permission to leave campus for the Spring semester is limited. *Check the International Education Office website for specific deadline information as this may have changed.*
- **May 1<sup>st</sup>:**
  - **Chicago Semester** application for the following **Spring semester**, including the “Student Teaching Supplemental Information” should be sent to Annie Thompson at Chicago Semester.

## **Approvals:**

Because the off-campus student teacher is at some additional risk, the Education Department carefully screens each student teacher who desires an off-campus student teaching experience. Candidates must be in good standing and have exhibited strong professional skills and dispositions in all coursework and field experiences. In addition, Chicago Semester and Chicago Public Schools screen potential student teachers and reserve the right to accept or reject a student teaching candidate.

- Student teachers must be in good standing with the College at the point of student teaching. Any student who has been sanctioned or is restricted from participating in off-campus programs, will not be allowed to student teach in the Chicago Semester program.
- In order to student teach in Chicago or any off-campus placement, students must receive approval from the Education Department. The student must meet all requirements for and be approved to student teach and must have demonstrated consistently positive professional and personal dispositions throughout the program. Approvals typically take place early in the semester just prior to the student

teaching experience, but remain contingent upon successful performance in Education, major and minor coursework *and* field placements up to the point of student teaching.

- In addition, student teachers must receive a positive endorsement from his/her major department of study. Again, failure to secure a recommendation from the major department of study will result in a denial to student teach off-campus.
- Students who have been approved to student teach on probationary status will not be allowed to student teach in an off-campus placement, including Chicago Semester.
- Chicago Public Schools will likely reject a candidate if said individual has any criminal convictions within the past SEVEN years.

### **Off-Campus Study Application**

Students planning to student teach through the Chicago Semester program must complete ALL portions the Off-Campus Study Application process through the International Education Office. This will include providing contact information, liability documents and student responsibility documents.

### **GPA Requirements**

- Chicago Public Schools will only accept student teachers who hold GPAs of 3.0/4.0 or higher. As a result, it is highly likely that Chicago Semester will only accept applicants who have reached this threshold.

### **On-Site Visitation**

- Students will be invited to participate in an on-site visit to Chicago Semester during the semester prior to student teaching. Visitation days are usually the 3<sup>rd</sup> or 4<sup>th</sup> Friday in October and February. Students will be notified by the Director of Student Teaching at Hope of the date and times for the visit. During the visit, they will tour area schools and meet with Chicago Semester personnel. Students attending the February visitation should plan to submit the Chicago Semester application materials early or bring them on the visitation day.

### **Orientation**

- The Chicago Semester provides an orientation program the first week that students arrive for the semester's experience. During this time, students become acclimated to the city, meet other students in the program, and secure housing for the semester.

### **Dates of Placements**

- Fall semester student teachers begin their experiences in Chicago the last week of August. They are not on Hope's campus at all during the semester. The placement extends through Exam Week.
- Spring semester student teachers will begin the Chicago Semester program the third week of January and should not plan to be on campus during the semester. The placement extends through Exam Week, though student teachers usually return to campus in time for graduation activities in May.

### **Placement Information**

- Most student teaching placements are made in Chicago Public Schools, although at times, placements are made in private, parochial or charter school settings. The student's resume and transcript will be sent to each potential placement. As such, it is imperative that the resume is error-free and well-written. All student teaching resumes must be submitted to the Career Services office for review through the JobStop website. Details will be provided at mandatory student teaching meetings held each semester.

### **Priority for Placements**

- Priority is given to student teachers who require one student teaching placement. Student teachers with dual student teaching placements will be accepted by Chicago Semester on a case-by-case basis.
- Placements for Dance Education majors are quite limited, usually about one per semester. A portion of the student teaching requirement may need to be completed on-campus the semester prior to student teaching or the following semester.
- Dance Education majors following the *elementary certification* track must complete at least an 8-week student teaching experience in an elementary classroom, in addition to working with a certified dance instructor for a 4-week period at either the middle or high school levels. Student teaching placements at

the elementary level usually include some type of exposure to dance students of that age as well. Students should note that this type of placement arrangement is not readily available and further that it may be necessary to arrange for **extended** placements at both the elementary and secondary levels. Secondary track dance students must complete a 7-week dance experience at the elementary level and another 7-week experience at the secondary level. Some dance ed majors are placed in an elementary (K-8) building, which provides both elementary and secondary experiences.

- Special Education majors may *only* consider the Chicago Semester student teaching option during the *Spring semester*. (This is due to required courses that are only offered during the Fall semester on campus.)

### **Student Teaching Seminar/Assignments**

- Students must attend certain, specified sessions of the Monday evening Student Teaching Seminar during the semester prior to student teaching. Although the student will not be officially enrolled in the Seminar during this semester, the required sessions provide important and pertinent information that the student will miss while off-campus the following semester. A calendar with the required sessions is available on the Education Department's website or directly from the Director of Student Teaching.
- The Chicago Semester student teacher will also attend a required Student Teaching Seminar while in Chicago and will hand in required seminar assignments to Chicago Semester personnel over the course of the student teaching semester.

### **Completing Required Coursework**

The Chicago Semester student teacher will need to complete ED500-Educational Perspectives and the Senior Seminar before he/she can graduate and be recommended for certification. While on-campus student teachers generally take these two courses during the student teaching semester, this option is not available to the Chicago Semester student teachers. Completing these requirements can be accomplished in several ways:

#### **EDUC 500-“Perspectives in Education”**

- **Fall semester** student teachers may take ED500 as an independent study, meeting with the course instructor during the previous Spring semester and/or over the summer. Students then complete the course requirements either prior to leaving for Chicago or during the Fall semester, while student teaching.
- During the **Spring semester**, students may also complete the ED500 course as an independent study. Most students work to complete the bulk of the course prior to leaving for Chicago in late January.

#### **Senior Seminar**

- The senior seminar (a college requirement) cannot be completed as an independent study. It must either be completed prior to OR following the Chicago Semester OR while student teaching in Chicago.
  - If the student teacher wishes to complete it prior to leaving campus, he/she may enroll in any full-semester, May, June or July Term senior seminar (any 400 level IDS course) in the semester prior to OR following the student teaching semester. The Senior Seminar requirement may also be met by a number of off-campus courses (e.g., Vienna Summer School). In any case, the senior seminar may be completed prior to leaving for the student teaching experience in Chicago OR the following semester if the student teacher plans to return to campus.
  - For those unable to enroll in a senior seminar prior to or after the student teaching semester, an option is available at the Chicago Semester campus. There, student teachers may enroll in the “Values and Vocation” course. This course meets once each week (usually for a half-day session on Wednesdays) during the student teaching experience and meets Hope's requirements for the senior seminar. While this is an option for student teachers in Chicago, it has caused some anxiety in the past. The cooperating teachers have sometimes taken issue because the student teacher is gone from the student teaching placement for at least half of the day and often, due to travel, for much of the day. In addition, student teachers have reported that the workload of this course, along with preparation for the classroom, is often quite challenging. The student teacher is urged to consider taking the senior seminar prior to leaving for Chicago whenever possible. However, this is not always possible. In this case, the student teacher would need to inform the Director of Student Teaching as well as the Student Teaching

Program Coordinator at Chicago Semester about plans to enroll in this course while student teaching.

### **Registration**

- Once students have been approved for off-campus study, the Registrar's office will register student teachers for their coursework. Students will be registered for IDS747-02 for 13-16 credit hours (depending on whether or not the student will be completing the Senior Seminar requirement in Chicago). Hope's Registrar will then work out the details for student teaching, Student Teaching Seminar and ED 500 credits, as well as the senior seminar, depending on whether or not the student teacher has taken the "Values and Vocation" course in Chicago.

### **Certification Requirements**

- The student teacher should plan to be in contact with the Director of Student Teaching and particularly with Cher Schairer, Director of Certification, throughout the previous semester in order to submit appropriate materials for certification in a timely and accurate manner. All certification materials must be submitted **PRIOR** to leaving campus, unless the student teacher plans to return to Hope after the Chicago Semester.

### **Costs**

- Students pay tuition to Hope College, while housing costs will be the direct responsibility of the student teacher. Chicago Semester will have housing option available once the student teacher arrives for orientation activities. Housing in Chicago generally costs about the same as on-campus housing. Additional costs in Chicago usually result from outside cultural or recreational activities.

### **TB Testing**

- Student teachers in Chicago are required to complete TB Testing prior to attending student teaching in Chicago.

### **Criminal Background Checks:**

- Effective April 20, 2010, the Chicago Public Schools requires all student teacher applicants to undergo a fingerprint national background check using the Office of Human Capital Fingerprinting Background Authorization & Release Form.
- **NOTE: If there are any arrests/charges in a student's background, he/she should be prepared to provide Certified Dispositions to the CPS Department of Human Capital when requested. However, CPS will likely deny acceptance to student teaching if there are any convictions within the past SEVEN years.**
- **Students in the Chicago area** can have their fingerprints taken at a Accurate Biometrics location. For a list of locations, please visit [www.accuratebiometrics.com](http://www.accuratebiometrics.com) or call 866-361-9944. They need to present these forms: Office of Human Capital Fingerprinting Background Authorization & Release Form AND the Enumerated Offenses in Illinois School Code, 105 ILCS 5/34-18.5 referencing 105 ILCS 5/21-23a Form with a current state photo identification card. There will be a \$50 charge which is paid by either by Cash, Company Check, Money order, Cashier's Check, MasterCard/Visa. **NO PERSONAL CHECKS ARE ACCEPTED.**
- **SPECIAL INSTRUCTIONS FOR OUT-OF-STATE STUDENT TEACHERS:**
- When possible, the fingerprinting process will be completed as part of the Visitation Day activities.
- All out-of-state student teachers ("physically out-of-state") are advised to take the following steps to ensure that their fingerprints are submitted properly:
  - 1. Go to a local Police Station in one's hometown and request a FBI Fingerprint Card-Form 258. The Police Station will take the fingerprints and affix them to the card.
  - 2. Take the Fingerprint Card (Form 258), a money order in the amount of \$50 dollars (please make the money order out to "Accurate Biometrics") along with the Office of Human Capital Fingerprinting Background Authorization & Release Form in this packet and mail these 3 items to the following address:  
Accurate Biometrics  
4849 N. Milwaukee, Suite 101  
Chicago, IL 60630  
ATTN: CPS Student Teacher

### Tuition Waivers

- Students who are eligible for tuition waivers at Hope are *not* able to use this option for the Chicago Semester. Full tuition will be charged to the student while participating in this program.

### Expectations

- As always, it will be important for the student teacher to remember that permission to student teach in an off-campus placement is a **privilege, not a right**. The student must at all times be cognizant that he/she is representing Hope College while in this placement. Therefore, expectations for professional behavior, dress and conduct remain high and are maintained for all student teachers, but particularly for those in an off-campus placement.

Revised-August 17, 2012

## STUDENT TEACHING CHECKLIST FOR DOMESTIC PLACEMENTS

√	ITEM
	Meet with the Director of Student Teaching (Education Department) to explore the option of student teaching off-campus in a domestic location at least <b>three (3)</b> semesters prior to placement
	Submit proposal to the Education Department (through the Director of Student Teaching) seeking approval to student teach off-campus
	Submit Student Teaching application to the Education Department by the published deadline
	Submit related application by published deadline to off-campus program if required (e.g., Chicago Semester or Philadelphia Center)
	Submit the Hope College Off-Campus Study Application to International Education Office (IEO) by published deadline for approval to study off campus.
	Notify Director of Student Teaching (Education Department) of placement site (school name, city, country).
	Submit the following documents to Director of Student Teaching:  1) On-site emergency and contact information (at least two contact names, titles, addresses, telephone numbers and email addresses)  2) Housing information (a brief description, address, telephone number)  3) School emergency and evacuation procedures (this should be available from the school)
	Complete the " <i>Hope College Participants Statement of Responsibility, Release from Liability and Agreement to Indemnify</i> " form and return to Director of Student Teaching.
	Complete the " <i>Student Off-Campus Programs Responsibility</i> " form and return to Director of Student Teaching.
	Attend orientation/visitation meeting offered by placement agency if possible.
	Meet with the Director of Student Teaching to finalize details prior to leaving campus.