

Chicago Semester Information

Teacher candidates 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 student teachers who have a passion for teaching in diverse, urban settings. Teacher candidates interested in this possibility should read on for further information:



Information

- Students may secure information about the Chicago Semester program at: www.chicagosemester.org. Additional information may be obtained on Hope's campus in the Fried International Center (International Education Office) or through the Director of Student Teaching.

Application Procedures

- Teacher candidates interested in student teaching in Chicago should contact the Director of Student Teaching in the Education Department to discuss the request for an off-campus student teaching placement. Teacher candidates are advised to seek this information as early in their programs as possible, but no later than two semesters prior to student teaching.
- Teacher candidates interested in this option will further need to submit a proposal to the Education Department, care of the Director of Student Teaching. The letter should state the specific request, the suggested location(s), and reasons for making the request. Letters, as well as the teacher candidate's DegreeWorks evaluation, should be submitted by the following due dates:
 - October 1st for Fall semester student teaching placements
 - February 1st for Spring semester student teaching placements
- Placement proposals will then be presented to the Education Department faculty for final approval.
- Among the conditions that the Department will consider will be the efficacy and quality of the placement proposal, the teacher candidate's academic standing, recommendations from the student's major academic department, clinical experience recommendations and demonstration of personal and professional dispositions.

Applications

- Teacher candidates 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 application).
 - The **Off-campus Study Application form** is available through the Fried International Center at www.travel.hope.edu.
 - 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 **Chicago Semester application** is available on line at 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 1000 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 s/he 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 teacher candidate's advisor or the Education Department's chairperson and submitted to Chicago Semester by the appropriate deadline.
 - The teacher candidate 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, s/he should go to: www.teachchicago.com/STI to complete the on-line registration procedure for Chicago Public Schools. The teacher candidate should then submit the other required materials to: Dameka Redic, Coordinator of Student Teaching Initiative, 2nd Floor, 125 South Clark Street, Chicago IL 60603. (See *specific notes on the criminal background check below*.)

Caveats

- If the request is approved, teacher candidates must continue to meet all requirements to student teach at all times leading up to and including the start of the student teaching experience. Should the teacher candidate fail to meet said requirements, permission to student teach off-campus will be withdrawn and the off-campus student teaching placement will be cancelled.
- Student teachers who fail to remain in good standing with the College or enter the student teaching placement on probationary status will not be allowed to student teach in an off-campus location.
- The teacher candidate should be aware that there is no guarantee that a suitable student teaching placement can be secured. Although deliberate efforts will be made to make the placement, there may be circumstances beyond the control of the Education Department that prevent the placement from coming to fruition. Finding appropriate placements can be complex and the Education Department reserves the right to terminate the off-campus placement process when concerted efforts have not yielded a student teaching placement that meets all departmental and/or state requirements. If this occurs, the teacher candidate would then be required to complete the student teaching experience within the immediate area of Hope's campus.
- Teacher candidates should also be aware that the College places limits on the number of students that may be off-campus in any one semester. The teacher candidate interested in an off-campus option will need to apply for and be approved by the College to be off-campus for the student teaching semester.

Deadlines

For FALL SEMESTER Student Teaching:

- **First Friday in November:**
 - **Education Department Student Teaching Applications** for the Fall semester will be due by the **first Friday in November** for student teaching placements the following **Fall** semester. Teacher candidates 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 résumé through the Boerigter Center for Calling and Career's *Handshake* website.
- **February 1st:**
 - **Off-campus Study Applications** for the **Fall semester** are due to the International Education Office by **February 1st**. The application can be accessed at: www.travel.hope.edu.
- **March 1st:**
 - **Chicago Semester** application for the **Fall semester**, including the "Student Teaching Supplemental Information" should be sent to the Chicago Semester's office.

For SPRING SEMESTER Student Teaching:

- **First Friday in March:**
 - **Education Department Student Teaching Applications** for the following **Spring** semester will be due by the **first Friday in March** for student teaching placements the following **Spring** semester. Teacher candidates 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 résumé through the Boerigter Center for Calling and Career's *Handshake* website.

- **October 1st**:
 - **Off-campus Study Applications** for the **Spring semester** are due to the International Education Office by **October 1st**. The application can be accessed at: www.travel.hope.edu.
- **May 1st**:
 - **Chicago Semester** applications for the following **Spring semester**, including the “Student Teaching Supplemental Information” should be sent to the Chicago Semester’s office.

Conditions of Approval

Because the off-campus student teacher is at 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, the institution and school system may screen potential student teachers and reserve the right to reject a student teaching candidate.

- Student teachers must be in good standing with the College prior to and at the point of student teaching. Any teacher candidate who has been sanctioned or is restricted from participating in off-campus programs, will not be allowed to student teach off-campus.
- In order to student teach in an off-campus placement, teacher candidates must receive approval from the Education Department. Approvals typically take place in the semester prior to the student teaching experience, but remain contingent upon consistent demonstration of positive professional and personal dispositions, as well as successful performance in Education coursework *and* clinical experiences up to the point of student teaching.
- Any teacher candidate who fails to meet all performance requirements (e.g., minimum of C+ or higher in Education courses) *and/or* fails to receive a positive endorsement (e.g., “Highly Recommended” or “Recommended”) from clinical experience mentors, will not be allowed to student teach off-campus.
- Student teachers wishing to student teach off-campus must meet a higher threshold for the Department’s GPA requirements. The off-campus student teacher will be required to hold a GPA of 3.0 or higher in each of the following four areas:
 - Overall
 - Major
 - Minor
 - Education
- In addition, student teachers must receive a positive endorsement from his/her major department of study. Again, failure to secure a recommendation of “Highly Recommended” or “Recommended” from the major department of study will result in a denial to student teach off-campus.
- Teacher candidates who have been approved to student teach on probationary status will not be allowed to student teach in an off-campus placement.
- The school system where a student teacher is placed has the right to reject a candidate if said individual has any criminal convictions within the past seven (7) years and/or is not cleared by a criminal background check.

On-Site Visitation

- Teacher candidates will be invited to participate in an on-site visit to Chicago Semester during the semester prior to student teaching. Visitation days are usually held in October and March. Teacher candidates will be notified by the Director of Student Teaching at Chicago Semester of the date and times for the visit.

Orientation

- The Chicago Semester provides an orientation program the first week that students arrive for the semester’s experience. During this time, student teachers 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 teacher's résumé and transcript *will* be sent to each potential placement. As such, it is *imperative* that the résumé is error-free and well-written. All student teaching résumés *must* be submitted to the *Handshake* website for a review process. Details will be provided at mandatory student teaching meetings held each semester.

Priority for Placements

- Priority is given to student teachers who require a single student teaching placement. Student teachers with dual student teaching placements will be accepted by Chicago Semester on a case-by-case basis.
- 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

- Teacher candidates who have been approved for an off-campus placement, will be *required* to attend several of the Wednesday evening Student Teaching Seminar sessions *during the semester prior* to the student teaching placement. The Seminar meets on Wednesday evenings from 5:00-6:30 p.m. The Director of Student Teaching will provide a calendar with the required sessions. Although the teacher candidate will not be officially enrolled in the Seminar during this semester, the required sessions provide important and pertinent information that the teacher candidate will miss while off-campus the following semester.
- 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.

The Professional Semester

- The Professional Semester includes ED 500-Perspectives in Education, ED 455 or 456-Student Teaching Seminar, as well as the Senior Seminar. These courses are all offered on Wednesday afternoons. For the off-campus student teacher, there are several options to consider:
 - The teacher candidate has the option of taking ED 500 the *semester prior* to the student teaching assignment
 - The student teacher may wish to complete ED 500 as an independent study during the student teaching semester. Again, special permission is required for this to occur.
 - The teacher candidate also may wish to fulfill the senior seminar requirement prior to the student teaching semester. Some teacher candidates return to campus following the student teaching experience in order to fulfill this requirement and perhaps other course work as well.
 - 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) 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.
 - Teacher candidates should remember that in order to be enrolled at Hope as a full-time student, s/he must register for 12 credits of coursework. This might be a critical consideration for financial aid.

Registration

- Once teacher candidates have been approved for off-campus study, the Registrar's office will register student teachers for their coursework. Student teachers will be registered for IDS747-02 for 13-16 credit hours (depending on whether or not the student teacher 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 the 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

- Teacher candidates will pay tuition to Hope College, while additional costs in Chicago usually result from outside cultural or recreational activities.
- The teacher candidate will be responsible for travel costs to and from Chicago.
- In addition, the teacher candidate will be responsible for the daily costs to and from the school placement.

Housing

- Chicago Semester will have housing options available once the student teacher arrives for orientation activities.
- Housing in Chicago generally costs about the same as on-campus housing.

Transportation

- As one of the cross-cultural learning tools, each student teacher will take public transportation (bus & light rail) each day to the student teaching site. The student teacher will be advised to purchase a public transportation monthly pass.
- Student teachers are discouraged from having a car in Chicago. City parking is extremely limited and very expensive. Multiple public transportation options are available both in and outside of the city.

TB Testing

- Student teachers in Chicago are required to complete TB Testing prior to arriving in Chicago.

Criminal Background Checks:

ALL Hope College student teachers undergo a criminal background check prior to beginning the student teaching experience.

- 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 teacher candidate's background, s/he 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 (7) years.**
- **Teacher candidates in the Chicago area** can have their fingerprints taken at a Accurate Biometrics location. For a list of locations, please visit 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.

Financial Aid

- Teacher candidates should check their financial aid packages with the Financial Aid Office prior to committing to the off-campus 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 teacher 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-January 2019

STUDENT TEACHING CHECKLIST FOR DOMESTIC PLACEMENTS

√	ITEM
	Meet with the Director of Student Teaching (Education Department) at least three (3) 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 Chicago Semester application
	Submit Supplemental Chicago Semester application
	Submit Student Teaching Application to Chicago Public Schools
	Submit the Hope College Off-Campus Study Application (www.travel.hope.edu) to International Education Office (IEO)
	Notify Director of Student Teaching (Education Department) of placement site (school name, city, country).
	Complete all online forms at www.travel.hope.edu
	Complete the "Student Off-Campus Programs Responsibility" 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.