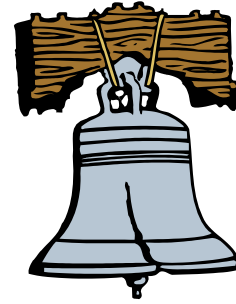


## Philadelphia Center Information

Teacher candidates who wish to student teach in an urban setting, may find the perfect opportunity in **Philadelphia**. Hope College is part of a consortium of colleges that arranges for internships and student teaching placements in the heart of this historic city. Teacher candidates interested in this possibility should read on for further information:



### Information

- Students may secure information about the **Philadelphia Center** at: [www.tpc.edu](http://www.tpc.edu). Additional information may be obtained on Hope's campus in the Fried International Center or the Director of Student Teaching in the Education Department.

### Application Procedures

- Teacher candidates interested in student teaching in Philadelphia 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 1<sup>st</sup> for Fall semester student teaching placements
  - February 1<sup>st</sup> 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* (Hope College Off-Campus Study Application), one for *The Philadelphia Center* program, and one for approval to *student teach* (Education Department's application).
  - The **Off-Campus application form** is available online through the Fried International Center on campus at [www.travel.hope.edu](http://www.travel.hope.edu).
    - When completing this application, care should be taken to construct a well-written rationale that outlines why a Philadelphia student teaching placement will be more beneficial than a West Michigan placement. Teacher candidates should also connect the Philadelphia experience with career aspirations and/or the need to be off-campus.
  - The **Philadelphia Center application** is available on line at: <http://www.tpc.edu/apply>
    - Applications should be submitted to Linda Koetje in the Communications Department in the Martha Miller Center on campus.
    - Along with the application, student teachers must also submit the following items to Linda Koetje in the Communications Department:
      - resume,
      - transcripts, and
      - a copy of the Education Department Student Teaching Application Form.
  - The Hope College Education Department's **application for student teaching** is available on-line at: [http://www.hope.edu/academic/education/studteach/student\\_teaching\\_application.html](http://www.hope.edu/academic/education/studteach/student_teaching_application.html). Application forms will be discussed at mandatory meetings held on campus each semester prior to due dates.

## **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 placements:**

- **Off-Campus Application:**
  - **February 1<sup>st</sup>:** Off-campus applications for the Fall semester are due to the International Education Office by February 1<sup>st</sup>. The application can be accessed at: [www.travel.hope.edu](http://www.travel.hope.edu).
- **Philadelphia Center Application:**
  - Philadelphia Center applications (<https://www.tpc.edu/apply/>) will be accepted on a rolling admission schedule. Students, however, should plan to submit their applications to the Linda Koetje in the Communications Department no later than the first week of the semester prior to student teaching.
- **Student Teaching Application-Education Department:**
  - **First Friday in November:**
    - Education Department Student Teaching Applications are due the first Friday in November for student teaching placements the following Fall semester.
    - Students should note their preference to student teach in Philadelphia in the "Comments" section of the Student Teaching application.

### **For SPRING semester student teaching placements:**

- **Off-Campus Application:**
  - **February 1<sup>st</sup>:** Off-campus applications for the Spring semester are due to the International Education Office by February 1<sup>st</sup>. Permission to leave campus for the Spring semester may be limited. The application can be accessed at: [www.travel.hope.edu](http://www.travel.hope.edu).
- **Philadelphia Center Application:**
  - Philadelphia Center applications (<https://www.tpc.edu/apply/>) will be accepted on a rolling admission schedule. Students, however, should plan to submit their applications to the Linda Koetje in the Communications Department no later than the first week of the semester prior to student teaching.
- **Student Teaching Application-Education Department:**
  - **First Friday in March:**
    - Student Teaching Applications for the following Spring semester are due by the first Friday in March.
    - Students should note their preference to student teach in Philadelphia in the "Comments" section of the Student Teaching application.

## **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.

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

- Teacher candidates planning to student teach through the Philadelphia Center 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.

### **On-Site Visitation**

- Because of the distance between Hope College and Philadelphia, teacher candidates are not required to visit the Philadelphia Center prior to arriving for the student teaching experience. However, the Center welcomes visitors and encourages students, including prospective student teachers, to contact them and consider a short visit prior to the scheduled arrival.

### **Orientation**

- The Philadelphia Center provides an orientation program the first week that student teachers arrive for the semester’s experience. During this time, student teachers become acclimated to the city, meet other students in the Center’s program, and secure housing for the semester.

### **Dates of Placements**

- Fall semester student teachers begin their experiences in late August in Philadelphia. They are not on Hope’s campus at all during the semester. The placement extends to the final day of Exam Week.
- Spring semester student teachers begin their experiences in early January, at the start of the Spring semester. They are not on Hope’s campus at all during the semester. The placement extends to the final day of Exam Week, though student teachers usually return to campus in time for graduation activities in May.

### **Priority for Placements**

- Priority is given to student teachers who require a single student teaching placement. Student teachers with double student teaching placements may have more difficulty being accepted and placed.
- Special Education majors may *only* consider the Philadelphia Center student teaching option during the *Spring semester*. (This is due to required courses that are only offered during the Fall semester on campus.)

### **Placement Information**

- Most student teaching placements are made in Philadelphia 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.

### **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 Philadelphia Center student teacher will also attend a required Student Teaching Seminar while in Philadelphia and will hand in required seminar assignments to TPC personnel over the course of the student teaching semester.

### **Coursework in Philadelphia**

- In addition to the weekly Student Teaching Seminar, the Philadelphia Center student teacher will be required to take *at least one course* while student teaching there. Most often this will be the equivalent of either ED500-Educational Perspectives *or* the College's required Senior Seminar. Student teachers who remain on Hope's campus generally take these two courses throughout the semester while student teaching. However, students involved with the Philadelphia Center may take both courses on-site or complete one of the courses prior to leaving for Philadelphia. (NOTE: Although it is possible to take both courses in Philadelphia, in addition to student teaching, it is *strongly* recommended that the student teacher limit enrollment to only one of the courses.) The following options are available for the Philadelphia Center student teacher:

#### **EDUC 500-"Perspectives in Education"/ "Education and Difference"**

- Student teachers may take ED500-Perspectives in Education while student teaching in Philadelphia. They should plan to register for a 4-credit course called "Education & Difference." The instructor for this course also serves as the student's academic advisor.
- Student teachers may take ED500 as an independent study, meeting with the course instructor during the previous semester and/or over the summer. Student teachers can complete course requirements either prior to leaving or during the student teaching semester. Student teachers must earn a C+ or higher in this course. If the student teacher opts to complete the ED 500 requirement prior to leaving for Philadelphia, he/she would then complete the senior seminar requirement in Philadelphia.
- It is also possible for the student teacher to complete ED 500 in the once-a-week course format the semester prior to the student teaching semester. This would require having time available Wednesday afternoons during that semester and permission of the course instructor. Again, if the student teacher opts to complete the ED 500 requirement prior to leaving for Philadelphia, s/he would then complete the senior seminar requirement in Philadelphia.

### **The Senior Seminar**

- The senior seminar cannot be completed as noted above for ED500. It must either be completed prior to leaving for the Philadelphia Center or while in Philadelphia and student teaching.

- If the student teacher wishes to complete it prior to leaving campus, s/he may enroll in any full-semester senior seminar (any 450+ level IDS course). The Senior Seminar requirement can also be met in a number of off-campus programs (e.g., Vienna Summer School, Hope Comes to Watts May Term, Rosebud Indian Reservation May Term) during May, June and July terms. In any case, the senior seminar may be completed prior to leaving for the student teaching experience. In some cases, the student teacher may be planning to return to campus the following semester, in which case, s/he could complete this requirement at that time.
- For those unable to enroll in a senior seminar prior to the student teaching semester, an option is available at the Philadelphia Semester campus where the 4-credit course "Faith & Justice" meets this requirement. While this is an option for our student teachers in Philadelphia, it does create additional demands on the student teacher. Student teachers may find that the workload of this course, along with preparation for the classroom, to be challenging. The student teacher is urged to consider taking the senior seminar prior to leaving for Philadelphia if possible.

### **Options for Completing Coursework**

- Option 1: ED500 is taken the semester prior to student teaching and the Senior Seminar is taken in Philadelphia during the student teaching experience.
- Option 2: The Senior Seminar is taken in a semester other than the student teaching semester (prior to or following) and ED 500 is taken during the student teaching experience in Philadelphia.
- Option 3: ED500 is taken as an independent study prior to student teaching and the Senior Seminar is taken in Philadelphia during the student teaching experience.
- Option 4: Both ED500 and the Senior Seminar are taken during the student teaching experience in Philadelphia (not recommended).

### **Registration**

- Once teacher candidates 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 what coursework the student will be completing in Philadelphia). Hope's Registrar will then work out the details for student teaching, Student Teaching Seminar, Senior Seminar and ED 500 credits.

### **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 Philadelphia Semester.

### **Housing**

- The Philadelphia Center provides information on suitable housing during the orientation week activities. Student teachers, along with other interns in the program, are then responsible for securing housing.

### **Transportation**

- Student teachers are discouraged from having a car in Philadelphia. Public transportation is available and highly accessible, not only in Philadelphia, but in the surrounding geographic area as well.

### **Community/Cultural Engagement**

- The student teacher is advised to become engaged in community and cultural activities to the extent that it is appropriate. It is important to respect cultural activities and express genuine interest in events that happen within the community.
- The Philadelphia Center will coordinate some cultural or community events that will be available to the student teacher.

### **Costs**

- Teacher candidates completing student teaching placements in Philadelphia will likely incur additional costs. In addition to tuition and fees, they will be responsible for travel costs to and from Philadelphia. Though rare, the student teacher may need to pay additional fees for the cooperating teacher and/or

college supervisor. Costs for room and board will generally be aligned with similar amenities on campus. Student teachers may wish to also budget for extraneous, sightseeing travel costs, cultural events or weekend excursions.

### **TB Test**

- Student teachers must provide proof of a current, negative TB test to Philadelphia Center at the beginning of the student teaching experience.

### **Criminal Background Check**

- Student teachers will need to receive Pennsylvania child abuse clearance, Pennsylvania criminal background clearance and an FBI background check prior to beginning the student teaching experience. The student should begin this process midway through the semester ***prior*** to the scheduled student teaching semester. (Michigan clearances are ***not*** accepted.) All of the forms can be downloaded at: <http://webgui.phila.k12.pa.us/offices/e/ee/resources/information-center>. The forms are located at the bottom of the page. For the FBI clearance, students need only register on the Cogent website and then bring the registration number with them to Philadelphia. They will then be fingerprinted at the Board of Education in Philadelphia.

### **Tuition Waivers**

- Teacher candidates who are eligible for tuition waivers should check with the Financial Aid Office to see if they be able to use this option for the Philadelphia Center program.

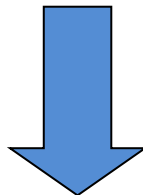
### **Financial Aid**

- 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 s/he 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



**See “Student Teaching Checklist-Domestic Placements.”**



## 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, Denver Urban Semester or the Philadelphia Center) Submit to Linda Koetje-Communications Department
	Submit the Hope College Off-Campus Study Application ( <a href="http://www.travel.hope.edu">www.travel.hope.edu</a> ) 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: <ol style="list-style-type: none"> <li>1) On-site emergency and contact information (at least two contact names, titles, addresses, telephone numbers and email addresses)</li> <li>2) Housing information (a brief description, address, telephone number)</li> <li>3) School emergency and evacuation procedures (this should be available from the school)</li> </ol>
	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.