

WARREN COUNTY SCHOOL DISTRICT

Application for Practicums and/or Internships

This application should be completed by the requester and will be kept on file in the Office of Human Resources.

Date: 9/25/11

Name: Ceara Steffan

Address: 7 Benson Street.

Clarendon Pa, 16313

Circle One:

Practicum

Internship

College/University: Jamestown Community College

Program: Teacher Education Transfer Program

Program Supervisor: Renee L. Funke

Address: 525 Falconer St., Jamestown, NY 14702

Telephone: (716) 338-1219

Number of Hours Needed: 20

Beginning Date: 9/2011

Ending Date: 12/2011

Brief Explanation of Expectations from the Warren County School District:

See attached letter.

If not employed by the Warren County School District, please attach copies of your current (less than one year old) Act 34, PA Child Abuse History Clearance, FBI Clearance and TB test results.

Please attach the criteria and guidelines from the college/university and return this form to the Office of Human Resources. Thank you!



Dear Classroom Teachers,

Fall 2011

On behalf of the Education Program at JCC, I would like to thank you for agreeing to help support the growth and development of potential teachers from our EDU 1510 – *Foundations of Education: An Introduction to the Teaching Profession* course. This course is a required core course for our teacher education transfer students. One of the course requirements is 20 hours of time in the field. In class, we have discussed the role of an education professional, and each student has signed a confidentiality statement. Please discuss your individual classroom and program policies/procedures with your intern.

My expectations of the field experience are as follows:

1. Students are required to keep a time sheet; you need to sign this each time they visit your classroom. Students are required to turn the verified sheets in by the end of the semester; otherwise they will not pass the course. The time requirement for this course is 20 hours of time in a classroom.
This time is direct contact time with the pupils in your classroom.
2. Students are expected to become as actively involved in your classroom as is appropriate. You can determine exactly how that will work (i.e., perhaps one-on-one, small group work, helping you prepare materials, etc.). **Students should not be simply sitting and passively observing.**
3. Please share with the students as much as you can about how and why you structure your classroom the way you do, and why you respond and relate to the students in the ways that you do.
4. There is a brief feedback form I would like you to complete when the student has finished their 20 hours in your classroom. A copy is attached to this letter. The student will return the form to me, and I will also provide them with a copy for their own records.

I will not be conducting any on-site supervision of the students participating in this field experience. Students will be keeping logs of their experiences, (one log for every four hours of internship time) which are to be handed in to me for evaluation. They have been instructed not to identify any student or other individual by their real name for privacy and confidentiality reasons.

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525 Falconer Street P.O. Box 20 Jamestown, NY 14702-0020
Phone: 716 338-1000

Please do not hesitate to contact me if you have any questions about the students, or if a concern that I need to address should arise. I can be reached at JCC at 338-1219, or via e-mail: ReneeFunke@mail.sunyjcc.edu

Thank you again for providing this important opportunity for potential future educators.

Sincerely,

A handwritten signature in cursive script, reading "Renee L. Funke". The signature is fluid and elegant, with a large initial "R" and a long, sweeping underline.

Renee L. Funke

Coordinator, Teacher Education Field Placement Sites
Instructor, Teacher Education Transfer Program
(716) 338-1219