



MONTCLAIR STATE UNIVERSITY

Center of Pedagogy • MSU Network for Educational Renewal

Dear MSUNER Colleague,

The MSU Office of Field Experiences in collaboration with the MSUNER request your assistance in identifying field experience assignments for Clinical I and Clinical II students in the Teacher Education Program. Enclosed you will find placement request forms and corresponding student data sheets.

In order to process the paperwork please:

- Review the enclosed placement request(s) and guidelines.
- Check the appropriate box: **accepted, accepted pending an interview, or not accepted.**
- If **accepted or accepted pending interview**, please fill out the bottom portion of the form with as much information that is available.
- Return a signed original or fax a copy to the Office of Field Experiences by **April 25, 2014**
- Retain a copy for your records.

Potential cooperating teachers should meet the following criteria:

- Standard certification in the appropriate certification area
- Minimum 3 years of teaching experience
- An interest in the preparation of pre-service teachers
- A record of successful teaching based on district evaluations
- Principal and district office approval
- The ability to create a professionally supportive relationship with colleagues
- A wide variety of instructional and assessment techniques
- A commitment to continuing professional development

Please note that we may have requested specific cooperating teachers, for some of our students. If these teachers are not available, we will accept the person you designate.

Please note for dual certification candidates (identified as K-6/TSD or P-3/TSD) an inclusion classroom is preferred. If not available, the student will split his/her time equally between a general ed. classroom and a special ed. classroom. I will let the school personnel decide how the student's time is divided. Please be sure to indicate on the request sheet in what type of classroom the student is placed.

Please make every effort to return the paperwork by the indicated deadline. If you have any questions or concerns I can be reached via email at amabilej@mail.montclair.edu or by phone at 973-655-5246. Thank you for your cooperation in assisting us in preparing prospective teachers.

Sincerely,

Jennifer Amabile
Program Specialist
Office of Field Experiences