

13th & Bern Streets
Reading, PA 19612-5234
Education Dept. Office 610.921.7790

To: *All Prospective Student Teachers for Fall, 2010 and Spring, 2011*
From: *Michael D. Hipple, Director of Field Placements*
Tel: 610-921-7766
E-mail: mhipple@alb.edu
Date: *November, 2009*

Based on our records, you are likely planning to participate in the Professional Semester/Student Teaching Experience during either the Fall of 2010 or the Spring of 2011 semester. Please review this correspondence very carefully. Complete and submit attached professional semester profile and essay to me by Friday, November 20, 2009 at mhipple@alb.edu. All additional information must be submitted to Pat Loos in the Education Office—Masters Hall, Office 209.

Please note the following essential information:

- ❖ **Submit**—to my e-mail address the attached **Professional Semester—Student Profile and Essay**. This will be shared with your cooperating teachers. Since it is important that you make a positive first impression, all documents should be error free. This is electronic for your convenience. Save a copy for future reference.
 - ❖ **Submit**—2 Letters of Recommendation including—(form attached)
 - One from faculty member of your concentration department (undergraduate candidates)
 - One from an employer (post-baccalaureate candidates only)
 - One from a faculty member of the Education Department
 - ❖ **Student Teacher Interview**—will begin with toward the end of this semester—once I have received your e-mail profile and you credentials have been verified. To conduct our interview I must have your Pro-Sem Profile and Essay. All else can follow if not yet complete.
-

- ❖ *All clearances, (Child Abuse Clearance, Criminal History Record and the FBI Clearance) must be current in your file in the Education Office. Please keep your originals and take them with you when you go to your assigned school on the first day. Your FBI Clearance is valid through the completion of your student teaching experience. School personnel may ask to see them when you arrive.*
- ❖ *Proof of U.S. Citizenship—passport, birth certificate, or voter's card.*
- ❖ *Pass Praxis skills tests—review attached checklist for specific tests required.*
- ❖ *Letter of Admission to the Education Department is required.*
- ❖ *Minimum GPA of 3.0 required in Pennsylvania for certification—Grades of C or better also required.*
- ❖ *Proof of student PSEA Membership. This provides you with valuable liability insurance for a very reasonable fee while you student teach. Provide proof of membership to the Education Office.*
- ❖ *Satisfactory completion of Early Field Experience.*
- ❖ *Demonstration of understanding that no co-curricular activity or other commitment may conflict with teaching hours and requirements.*
- ❖ *Satisfactory Physical Exam and Negative TB Test: ****will be reviewed at time of interview.*
- ❖ *Approval of Albright Teacher Education Committee—this will be taken care of upon successful interview with me.*

Feel free to stop by the Education Office, Room 209 in Masters Hall to make sure your documents are in order. It is open Monday through Friday, 8:30 a.m.—5:00 p.m.

We are looking forward to working with each and every one of you as you embark on your professional career.

Sincerely,

Michael D. Hipple

Director of Field Placements