

Teacher Education

The Education Work Experience Requirement

Rationale

Future teachers must be familiar with the characteristics of learners from various cultural, social and ethnic backgrounds. Therefore, through volunteer or paid experiences in education settings such as day care centers, public and private school classrooms, summer camps, and other youth groups, prospective teachers *must interact with learners of the age group they plan to teach.*

This work with “age-appropriate” learners promotes an understanding of teaching-learning processes, contributes to sound decision-making about academic and career goals, and helps prepare educators for their work with diverse learners. Documentation of these activities contributes to a professional portfolio valued by employers.

Requirement

Criteria for admission to a teacher education program include documentation of at least 80 hours of volunteer or paid education work experience with learners of a variety of age groups. At least 40 of these age-appropriate 80 hours must be with learners whose cultural, social, or ethnic backgrounds differ from the candidate’s own. [Candidates for Special Education must document two separate 40-hour experiences in two different settings, with learners who have special needs. One experience should include learners with a different level of severity or functioning (e.g., mild/severe, young/adult) from those learners in the other experience. One experience should also include learners with cultural, social, or ethnic backgrounds different from the candidate’s own.]

Implementation

These early teaching experiences may occur before or after a student matriculates at Penn State, but for all the Childhood & Early Adolescent, Secondary, World Language and Music Education programs, the experiences must occur following graduation from high school. (Some other teacher certification programs at Penn State will review experiences completed prior to graduation from high school). All experiences must be documented by the end of the fall semester prior to formal application to a teacher education program. These experiences must be in addition to those associated with courses such as CI 295.

Experiences with young children engaged in meaningful learning activities such as work in a day care setting are appropriate, yet routine “baby-sitting” is not. Community and campus jobs, summer camps, etc., with youngsters who are of the age or exceptionality you plan to teach once certified, are also appropriate.

Education Work Experience Documentation Form (inside panel)

This is used to document these early teaching-learning, “age-appropriate” experiences. The *student* ensures that the completed form, with supervisor’s verification, is returned to Penn State so that the student’s academic record will reflect those hours accepted by the academic department. (Students should keep a copy of the completed form). Multiple forms, available from advisers, may be needed for multiple experiences.

You, as the prospective teacher, complete sections 1-12 of the form. [PLEASE PRINT.] Then you ask the person who supervised the education work experiences to verify the information, and mail this form immediately. (Remember to provide self-addressed, stamped envelope). Note that it is *your responsibility*, not the supervisor’s, to ensure that this form reaches us.

Questions?

Please contact academic advisers or administrators representing the teacher preparation programs. General inquiries about teacher education at Penn State may be directed to the Advising and Certification Center at (814) 865-0488, <<http://www.ed.psu.edu>>.

The Pennsylvania State University

Teacher Education Programs

Education Work Experience

EDUCATION WORK EXPERIENCE DOCUMENTATION FORM

COLLEGE of EDUCATION

*This panel is may be used to report any additional information

To be completed by Prospective Teacher:

1. _____
 (Penn State Student's Name)
 2. _____ 3. _____
 (Email address) (Current PSU Location)
 4. _____
 (PSU ID#)
 5. _____
 (Area of Intended Teacher Certification)

6. Date(s) of the Experience _____ to _____
 7. Total Hours _____
 8. Specifically describe the duties performed in this experience:

9. Enter the number of learners in each age range below with whom you may have worked:
 a. ___ Pre-school learners
 b. ___ Elementary school learners
 c. ___ Middle school/junior high school learners
 d. ___ High school learners
 e. ___ Adult learners w/special needs
 f. ___ **Total number of learners** (a through e)

10. Enter the number of learners in each area of special need/exceptionality below with whom you may have worked:
 a. ___ at-risk
 b. ___ learning disabilities
 c. ___ mental retardation
 d. ___ emotional disturbance
 e. ___ autistic
 f. ___ physically challenged
 g. ___ hearing impaired
 h. ___ visually impaired
 i. ___ other (specify) _____
 j. ___ **Total number of learners** (a through i)

11. a. Were the majority of the learners with whom you worked culturally, socially, or ethnically different from your own background? ___ Yes ___ No
 b. Describe the cultural/ethnic background(s) of the majority of these learners:

RELEASE AUTHORIZATION

I hereby authorize the supervisor identified below to verify and comment on the information above, and I release the supervisor from any potential liability or responsibility arising from supplying this information.

12. _____ 13. _____
 (Student's Signature) (Date)

To be Completed by the Supervisor:*

Thank you for completing items A-G below, thereby confirming the date reported by our student. Any additional comments are also welcome.

A. _____
 (Supervisor's Signature)

B. _____
 (Email address)

C. _____ D. _____
 (Date) (Phone Number)

E. _____
 (Title)

F. _____
 (School/Company)

G. Comments:

*For additional space, if needed, please, use right panel. ONLY report experiences with learners of the age group you plan to teach.

Send completed forms to the department of your intended certification area at the following building address at **University Park, PA 16802**

AEE 213 Ferguson 863-7852	MU ED 233 Music Bldg. 865-1052
AED 207 Arts Cottage 865-6570	SECED 147 Chambers 865-6568
CEAED 147 Chambers 865-6568	SPLD 125 Cedar 863-2287
KINES 270 Rec Hall 865-5801	WL ED 147 Chambers 865-6568

Send completed forms for the **MTHBD** program to:

Penn State Erie, 4701 College Dr., Erie, PA 16563 814-898-6091

Send completed forms for the **SECAB** programs to:

Penn State Abington, 119 Sutherland Bldg., Abington, PA 19001

THIS PUBLICATION IS AVAILABLE IN ALTERNATIVE MEDIA ON REQUEST.
 The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, or veteran status. Discrimination or harassment against faculty, staff or students will not be tolerated at The Pennsylvania State University. Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Director, The Pennsylvania State University, 201 Willard Building, University Park PA 16802-2801; tel. (814) 865-4700/V, (814) 863-1150/TTY.