Dear Student Teacher Candidate:

Requests will be made shortly after the application deadline for Spring 2016 student teaching assignments. Since school personnel will be contacting you regarding placement, please be sure the voice messages on your phones are professional and remember to use your MSU Denver email when making contacts for student teaching placement.

IF YOUR REQUEST IS FOR Adams 12, Adams 14, Brighton, Douglas County, Englewood, Littleton, Mapleton, St. Vrain, Poudre, Thompson, or Westminster 50, your request will be sent to the district representative. We will provide all of your choices for their district; you may be contacted by any of those schools or others that may be available in that district. If you are contacted by a school, please respond in a timely manner and be agreeable to meet for observation or interview. Our office follows up on requests through district representatives. The school will confirm the placement according to the district’s procedure. Please refer to the School District Information and Partnerships handout you received in your packet and the specific instructions regarding contacting certain districts or schools that you will receive when you submit your application.

Cherry Creek requests go through the district; however, students are to contact schools directly concerning possible placements. Be sure to check their online directions and follow up on your school contacts.

IF YOUR REQUEST IS FOR other districts such as Aurora, Boulder, Denver, Jefferson County, Sheridan, or a private/parochial school, your request will be sent directly to the school principal. A few days after you receive your email notice that a request has been sent, you should contact the office of the school to inquire about the status of the request and/or schedule an interview. Even though our office also follows up on requests, your personal contact is essential in confirming placements. The school will return the request letter with the completed confirmation section to the Student Teaching Office as soon as a decision is made regarding the placement.

Suggested wording for conversation or voice message when making initial contact with the school:
“May I speak to the person who arranges student teaching placements in your building?”

When you are connected to the person responsible for student teachers, say:
“My name is__________. I’m interested in student teaching in your building next semester. Your school should have received a request from MSU Denver for a student teaching placement for me. (State the particulars of your request: grade levels, etc.) I would be happy to meet with you or your staff to discuss a possible placement.”
FOR ALL PLACEMENTS:

Please follow these guidelines if you are asked to interview:

1. Be familiar with the principal request letter so you can answer questions about the confirmation section; [this letter was part of the email request sent to the school](http://www.msudenver.edu/studentteaching/coopteacher/principalrequestletter/).
2. Dress professionally;
3. Introduce yourself to the office staff and state the purpose of your visit;
4. Be prepared to be interviewed by an administrator or teacher or both.
5. Review the school’s website to prepare some questions to ask about the school and the curriculum you will be teaching.

You will receive your confirmation through your MSU Denver email. Please notify this office regarding any changes that may need to be made. Remember to keep your contact information current with this office.

We understand that this is a stressful process, and we want to assure you that denials of placement do not reflect on you personally. It often takes several requests to secure a student teaching placement. A lot of factors go into making this decision from the school or district’s perspective. Best wishes to you as you go through this process.

Sincerely,

Student Teaching Office