
Graduate Teacher Certification Program Orientation

WELCOME TO YOUR FUTURE!

March 21, 2005
6:30 9:30 PM
Eberhard Center,

1. Welcome and Introductions: Maggie VandeVelde

Faculty and Staff: Dr. Dorothy Armstrong
Mr. William Burd
Ms. Rosemary Cleveland
Ms. Diane Elve
Dr. Sally Hipp
Dr. Ellen Schiller
Mr. Dennis Schultz
Ms. Maggie VandeVelde
Ms. Sandy Wyrbranowski

2.. A Principal's Perspective on Student Interns:

Ms. Judy Freeman, Principal, Sherwood Park School (K-8), Grand Rapids Public Schools

3. Student Perspectives on The GTC Program:

Tom Ludwig and Video (Secondary, 2004)
Claudia Zuiderveen (Elementary, 2005).

4. Elementary and Secondary Cohort Groups:

Students will meet at marked tables with a faculty field coordinator who will review the GTC Program Handbook, give additional information, and answer questions.

5. Adjourn

School Placements Field Practicum

School Placements for GTC Program Interns:

GTC Program interns have two consecutive semesters of school field placements, half days in the Fall then all day student teaching Winter semester. (Students with majors in art, physical education, or music will have two placements, one elementary and one secondary.) Many factors go into placements and some may not be finalized until August. Please be assured that we partner with good schools and your placement will be a rewarding experience. We are dedicated to your growth as teachers and have deep respect for the sacrifices you are making to be in the program. Our commitment is to help you develop the skills needed to be a successful teacher in any district that may employ you in the future.

Placement Interviews:

Candidates are normally interviewed by the principal or mentor teacher prior to having the placement finalized. **You will be called or emailed by the GTC Program office and told which school to contact for an interview appointment. A placement form will be mailed to you or faxed to the school depending on the time frame. You call the school for an interview appointment. Do so quickly since Spring is a busy time for school personnel.** Prior to the interview your resume will be sent. Please dress in a professional manner.

During the interview the principal and/or mentor teacher will want to explore:

- Your major and minor (secondary).
- Your work history and why you now want to be a teacher.
- Your passion for teaching and children.
- Your views on classroom management and communication with parents.
- If you seem to fit with the culture of the school.
- If you appear to be a good match for the teacher who is willing to be your mentor.

Principals or teachers do not expect you to be an expert but they can forget you are just beginning your professional teaching program. When asked questions about curriculum or programs you haven't hear of, admit it, and then refocus your response on the desire to learn and your excitement about the challenges ahead. The principal and/or teachers will be looking for your enthusiasm, genuine regard for all students, depth of subject knowledge, and respect for the complexities of providing quality education for all students.

Following the successful interview, the school may want to fax the placement form to our office or you may return it. **Also, confirm the date school begins and be sure the principal plans on having you attend the school's opening activities in the fall.**

It is possible you may not be accepted following an interview. In that case you will be given another school to contact. If you are not accepted after a second interview, there may be cause to review you candidacy for the GTC program.

Field Coordinators:

Each student is assigned a field coordinator. The coordinator visits the classroom regularly to give support, and along with the mentor teacher, assists and evaluates the development of the intern's teaching skills. The field coordinator also conducts the Tuesday seminar sessions.

Professionalism:

All GTC Program interns are expected to conduct themselves in a professional manner at all times. Professionalism includes:

- Treating people with dignity and consideration.
- Showing respect for a wide variety of cultural values.
- Steadily increasing your knowledge about all aspects of the teaching profession.
- Keeping an open mind.
- Always being on time or early at the placement school.
- Staying beyond dismissal time when appropriate (not racing out the door).
- Not partaking in gossip nor repeating gossip that was over heard.
- Never speaking negatively about the school, the personnel, or programs to anyone with in the school. (Concerns and issues should be shared with your field coordinator who will help and support you during the year.)
- Volunteering to assist with events occurring at the school (when time permits).
- Establishing good relationships with the school staff and with parents of students.
- Getting GTC Program class work completed on time and thoroughly preparing your teaching lessons.

Please call or email Maggie VandeVelde if you have questions or concerns. The staff and faculty of the GTC Program are always ready to assist you in every way possible.

“You don't just learn knowledge, you have to create it. Get in the driver's seat--don't just be a passenger. You have to contribute to it or you don't understand it.”

Dr. W. Edward Deming

Have a wonderful year!

GRADUATE TEACHER CERTIFICATION PROGRAM PLACEMENT INFORMATION FOR 2005-06

(This form will be completed and may be mailed to you or faxed to the school, depending on the time frame involved for the interview. Please be sure the school has it and it is returned.)

Student Name: _____

Below is your placement information. Please call the contact person as soon as possible to schedule an on-site interview. The school has been notified and will be expecting your call. A copy of your resume has been faxed to the school.

District: _____ Phone: _____
School: _____ Principal: _____
Address: _____ Teacher: _____

Please note that your placement is contingent upon a satisfactory interview. Placements will not be altered unless the school is unable to accept you.

Take this form with you to your interview and ask the principal or mentor teacher to sign the bottom. It is your responsibility to return this form to the GTC Program Office (101 Eberhard) after your interview. If the school wishes to return it (most will), please follow-up with our office to make sure we received it.

**Mail or fax this form to:
Maggie VandVelde
301 W. Fulton, Suite 101
Grand Rapids, MI 49504**

Fax: 616-331-6217 (Phone: (616) 331-6429 email: vandema@gvsu.edu)

Placement School Use

Student Name: _____

_____ *Is accepted as an intern*

_____ *Is not accepted as an intern at this time*

Mentor Teacher: _____

Grade(s): _____ Subject(s): _____

Signature of Principal or Mentor Teacher

Date

GRAND VALLEY STATE UNIVERSITY

PERMISSION TO RELEASE NON-PUBLIC INFORMATION

The Family and Educational Rights and Privacy Act of 1974 (as amended in December 1974) provides that the release of education records (or personally identifiable information therein, except for public directory information) without the written consent of the student will not be made.

In order that GVSU may comply with the law, please provide the information requested below and sign this request form.

PLEASE PRINT

NAME _____ STUDENT NUMBER _____
First Middle Last

PERMANENT ADDRESS _____
Number and Street City State Zip

INFORMATION TO BE RELEASED: _____

Prospective Employer

PERSON TO RECEIVE INFORMATION: _____
Name

Number and Street

City State Zip

Student Signature

Date