

## 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 Elementary, 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. In the University Park area, volunteer teaching-learning experiences are facilitated by groups like: AT&T Center for Service Learning, 101 HUB (863-4624); Volunteers in Public Schools (231-1054); Volunteer Center of Centre County (234-8222); Shaver’s Creek Environmental Center (863-2000); Adopt-a-School (863-4624); Learning Disabilities Association, Centre County (466-7235); HDFFS Child Development Laboratory (863-0267); and The Second Mile (237-1719). Similar organizations elsewhere also seek volunteers.

#### **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 University’s Office of Certification and Education Services 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-E below, thereby confirming the date reported by our student. Any additional comments are also welcome.

A. \_\_\_\_\_  
(Supervisor's Signature)

B. \_\_\_\_\_ C. \_\_\_\_\_  
(Date) (Phone Number)

D. \_\_\_\_\_  
(Title)

E. \_\_\_\_\_  
(School/Company)

F. 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**

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

\*\*\*\*\*

Send completed forms for the **EEDAL** programs to:  
**Penn State Altoona**, 101 Smith Bldg., Altoona, PA 16601 814-949-5000  
 \*\*\*\*\*

Send completed forms for the **EEDBL** programs to:  
**Penn State Berks**, 128 Franco Bldg., Reading, PA 19610 610-396-6210  
 \*\*\*\*\*

Send completed forms for the **EEDCC** programs to:  
**Penn State Lehigh Valley**, 2809 Saucon Vly., Rd. Center Valley, PA 18034 610-285-5108  
 \*\*\*\*\*

Send completed forms for the **ELEDM** programs to:  
**Penn State Brandywine**, 25 Yearsley Mill Road, Media, PA 19063 610-892-1462  
 \*\*\*\*\*

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.