INSTRUCTIONS FOR THE PLACEMENT PROCESS

If you have questions about the placement process visit the Student Teacher Placement webpage:
http://www.sonoma.edu/education/csse/single-subject/student-placements.html

Directions:
1. Please fill out the 443A Phase I Observation/Participation Request form:
   https://docs.google.com/forms/d/1DiaAE9agiclGszk-wTS3C2OhlTW1Cxc9KeL_FNTVE/viewform. There is a space for you to write in any special requests or circumstances. Note: Not all schools will be able to take student teachers for all subject areas.
2. Indicate on your placement request form your unique relationships to any schools (e.g., if you are a graduate of the school, if family members work at the school or district).
3. Although we will do our best, please note that we cannot guarantee that you will receive your preferred geographical location.
4. Students who do not submit forms will delay their placement. You must submit a form to be placed.

Placement Process: Please do not contact teachers or schools on your own. Contacting schools or teachers without following the approved process will jeopardize your placement.

All placements are tentative. You will need to be interviewed by the school administrator and the subject area faculty to determine if you will be a good fit at the school. It is important to dress and behave professionally. Be courteous in your interactions with the faculty, staff, and students as positive first impressions make a difference.

1. Placements information will be communicated via your SSU email account. Please check your SSU email for an update on your placement frequently. Please try not to plan extended vacations in May/early June. If you are not available to interview you cannot be placed. NOTE: Turnaround on fall placements is very tight. Many of our partner schools will end their semester in late May.
2. Once you know your placement, you should contact the school as soon as possible to meet with the administrator in charge of student teachers. If you do not hear from the contact person at the school within one week, contact the school again to arrange a meeting with the administrator. If you do not contact your school site, you may lose your tentative placement.
3. Register for both EDSS 443A (2 units for O/P) and EDSS 443B (3 units for the accompanying seminar).
4. You should contact your school site about when they want you to begin going to the school site (generally mid-August for fall). It might be that mentor/s expect you to be there before the SSU semester begins. You will receive specific instructions about your observation hours and requirements during your 443B seminar. Just keep in mind that this may be a week or so after you begin your observations.

If you have questions: contact Stephanie Simon (Stephanie.simon@sonoma.edu) or Kirsten Searby (searby@sonoma.edu), Coordinators of Field Placements for the Single Subject Program.