



## **STAFFORD TOWNSHIP SCHOOL DISTRICT**

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### **GUIDELINES FOR STUDENT TEACHER AND FIELDWORK PLACEMENTS**

The Stafford Township School District recognizes the importance of providing opportunities to local College/University students to obtain firsthand experience in student teaching and other types of fieldwork. In order to provide these opportunities in the most efficient and effective way possible, the District has established the following guidelines regarding student teacher and fieldwork placements. Any College/University that wishes to place its students in the Stafford Township School District must adhere to the following guidelines:

#### **Student Teacher Placements:**

1. The District contact for all student teacher placement requests, inquiries and communications shall be the Human Resources Department.
2. If the College/University wishes to have a student placed as a student teacher in the District, the College/University must provide the request (which shall include the name, address, phone number and an up-to-date resume for the student) to the district in accordance with the following timeframes:
  - a. On or before December 1 for the spring semester placements of the same academic year; and
  - b. On or before May 1 for the fall semester placements of the next academic year.
3. The District shall accommodate the student teacher placement needs of Stafford residents before those of non-Stafford residents.
4. The District shall place students where there is availability and shall not accommodate specific student teacher placement requests.
5. All students who wish to student teach in the District must possess a county substitute credential issued in accordance with N.J.A.C. 6A:9-6.5. Please note that despite having a substitute credential, at all times during which the student is acting as a student teacher within the District, he/she will not be compensated and will not be considered an employee of the District.

#### **Fieldwork Placements:**

1. Fieldwork placements include classroom observation, clinical practicum and other similar placements.
2. The District contact for all fieldwork placement requests, inquiries and communications shall be the Human Resources Department.

3. If the College/University wishes to have a student placed for fieldwork in the District, the College/University must provide the request (which shall include the name, address, phone number, type of placement and an up-to-date resume for the student) to the District in accordance with the following timeframes:
  - a. On or before September 15 for the fall semester placements of the same academic year; and
  - b. On or before January 30 for the spring semester placements of the same academic year.
4. Due to limitations on the availability of fieldwork placements within the District, all fieldwork placements will be made on a first come first serve basis. However, in the event that a placement request for a Stafford resident is received at the same time as a placement request for a non-Stafford resident, the needs of the Stafford resident will be accommodated first.
5. The District shall place students where there is availability and shall not accommodate specific field work placement requests.
6. All students who wish to participate in fieldwork in the District must possess a county substitute credential issued in accordance with N.J.A.C. 6A:9-6.5. However, this requirement does not apply to observations. Please note that despite having a substitute credential, at all times during which the student is acting as a student teacher within the District, he/she will not be compensated and will not be considered an employee of the District.