

Department of Elementary Education
Procedure for Requesting a TA School Placement for First Semester Student Teaching

If you are currently working as a Teaching Assistant (TA) in a public elementary school in CSUN's service area, you can request to be placed at that school in your first semester of student teaching. Please note, you will be required to do your second semester of student teaching at a different school site secured for you by the Field Experience Office. **Submitting a request does not mean that you are guaranteed a placement at your TA school.**

How to Submit a Request:

- Submit a student teaching application online at: <http://www.csun.edu/eisner-education/credential-office/student-teaching-applications>
- Ensure that your school meets the following requirements:
 - a. Must be a public elementary school within CSUN's service area.
 - b. Must have students who are designated as English Language Learners.
 - c. Available mentor teachers must have a clear credential and at least 3 years of teaching experience (5 years preferable). In addition to these required qualifications, CSUN seeks individuals who demonstrate qualities as practitioners, mentors, collaborators, and professional educators. Also, per the Commission on Teacher Credentialing mandates, any mentor teachers who have not previously hosted a student teacher will be required to attend a Mentor Teacher Professional Development session, which will be held at CSUN. In addition, they will be asked to provide proof of 7 hours of additional training.
 - d. The classroom you will be placed in should:
 - i. have at least two English Language Learners.
 - ii. have at least one student with an IEP or 504 plan
 - iii. not be a split grade classroom (for ex. should not be a combined 3rd and 4th grade class)
- Submit a letter to the Field Experience Office on school letterhead signed by the principal that verifies the following:
 - a. Your employment as a TA at that school.
 - b. Permission from the principal that you and 2-5 additional student teachers may complete their assignment at that school.
 - c. An understanding that your work hours cannot conflict or overlap with your observation hours, early field experience hours, or your student teaching assignment hours.
 - d. An understanding that you must be placed in a classroom where you do not currently work or have previously worked in.

Due to virtual learning, instead of submitting a physical letter you can do one of the following:

- If you have a physical signed letter, you can scan or send a legible image to elemst@csun.edu.
- The principal of your school can send an email version of this letter to elemst@csun.edu. This email will need to come from your principal in order to be accepted.

Please check with the Field Experience Office for current due date.