

# Career Services

OUR MISSION IS YOUR FUTURE

Published by the Career Services Office – Division of Student and Campus Life  
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## Student Teacher Fact Sheet: 2009-2010 Edition

The staff of the Career Services Office has a genuine interest in helping you make a smooth transition from campus to career. When you're off campus student teaching for an entire semester, it's sometimes difficult to tend to college and personal business, so this handout is designed to clarify some of the issues that have been of interest to student teachers in the past.

### **THE FOLLOWING ARE REQUIRED FOR NEW YORK STATE INITIAL CERTIFICATION:**

#### **New York State Teacher Certification Examinations (NYSTCE)**

Candidates seeking **Initial** certification must successfully pass the LAST (Liberal Arts and Sciences Test), the ATS-W (Assessment of Teaching Skills-Written, *elementary* or *secondary* version) and a CST (Content Specialty Test) in your certification area. A separate handout with additional information about testing is available from Career Services.

The Geneseo campus is a site for all 7 NYSTCE test dates (August, October, December, February, April, June and July) and advance registration is required. Additional information and on-line registration is available at [www.nystce.nesinc.com](http://www.nystce.nesinc.com).

\*\*Other states may have different testing requirements. For example, certain parts of the PRAXIS series are required in some states. Additional information is available in Blake A 104, as is a list of State Education Certification Offices within the 2010 Job Search Handbook for Educators. If you're thinking of relocating out-of-state, you should contact those states well in advance of beginning your job search to identify certification regulations and application procedures.

#### **Applying for Certification**

The College recommends that you submit your Certification Application no later than the middle of the semester you expect to graduate (i.e., the term you complete all requirements, including student teaching). The Certification Application is now online directly with NYSED. **Please first read our instructions**, found under “Advisement” at <http://dean.geneseo.edu> (left-hand menu). The Office of the Dean will automatically provide you with a letter stating that you have met the College requirements for certification after conferral of your degree. If, prior to graduation, you require a letter stating you are working toward certification, please contact the Graduation Records Office in Erwin 102G by calling (585) 245-5543. In order to receive this letter, you must have submitted both your Graduation Application form and your verification of your online Certification Application.

#### **Fingerprinting**

Chapter 180 of the Laws of 2000, the Schools Against Violence in Education (SAVE), requires that applicants for teaching and administrative certification and prospective employees of covered schools (school districts, charter schools, BOCES) undergo a fingerprint-supported criminal history background check. Fingerprint packets can be obtained from the School of Education, South Hall 200, and should be available at any local school district, charter school, BOCES, and other institutions of higher education with teacher preparation programs. Additional information can be found at <http://www.highered.nysed.gov/tcert/ospra/index.html>.

**For additional and important information about Initial and Professional Certifications, go to <http://www.highered.nysed.gov/tcert/>.**

## **OTHER TYPICAL STUDENT TEACHER ISSUES:**

### **Placement File Services**

When seeking a teaching job, you will almost always be required to provide letters of recommendation to prospective employers. School administrators particularly favor letters from cooperating teachers and supervising faculty. Career Services offers a service that enables you to obtain and keep on file letters of recommendation for up to 20 years. There is a \$10.00 fee to set up a file as well as additional fees to have copies of your file uploaded, mailed or faxed to prospective employers and/or graduate school admissions committees. Pick up a placement file packet in the Career Services Office prior to or early on in your student teaching semester.

### **Fall Teaching Fair**

Each December an informal job fair in Rochester involves local school districts seeking substitute teaching candidates and candidates for permanent teaching openings. This year's fair will be held on Friday, December 4th, 3:30-6:00 p.m. at Nazareth College. Any Rochester area college student or alumnus who has completed student teaching may attend. Additional details about the event will be publicized on the Career Services Office web site, <http://careers.geneseo.edu> during the fall semester.

### **Teacher Recruitment Day (TRD)**

Each spring, a recruitment fair is held for prospective teachers from eleven Rochester area colleges, including Geneseo. School districts from New York and many other states interview students in a daylong event held in Rochester. The 2010 event will be held on Wednesday, April 14. At the 2009 TRD program, 56 school districts participated. Information concerning TRD, including pre-registration materials will be available online in mid to late January.

### **Graduate Record Examinations (GRE's)**

Many graduate schools require the GRE General Test as one criterion for admission. Registration bulletins can be found in the Career Services Office. The GRE General Test is offered as a computer-based test (CBT) year-round at numerous sites across the country including two in the Rochester area. **Geneseo is not a test center for the GRE General Test.** A helpful web site is [www.gre.org](http://www.gre.org).

### **Getting Help**

Individual appointments with Career Services professional staff can be made in person or by calling (585) 245-5721. Hours are Monday-Friday, from 8:00 a.m. to 4:15 p.m. In addition, during the academic year, the office remains open until 6:00 p.m. on Wednesdays. Our office staff is happy to accommodate your student teaching schedule by offering late afternoon or evening appointments on request. Please call to make arrangements well in advance if you desire an after hours appointment.

Advisement on general job search strategies, such as cover letter and resume writing or interviewing techniques, is available on an individualized basis. In addition, an Excel spreadsheet of districts in western and central New York is available at <http://careers.geneseo.edu> by clicking on Career Guides, Publications and Forms then look under Education. An alphabetical directory of every school district in New York state is available at <http://www.nysed.gov/admin/admindex.html>. For out of state positions, please see our Job Search Strategies for Educators handout available on-line or in person. For access to teaching vacancies received by Career Services, visit <http://careers.geneseo.edu> and click on KnightJobs. You will need to know your Geneseo ("G" number) ID to access the site. Advisement on graduate school search strategies, including application questions and personal statement review is also available.

**Important:** We advise you to address the issue of job seeking and graduate school planning well in advance of your graduation. Avoid leaving these important matters to your last semester!

## **CAREER SERVICES STAFF**

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