

SECED Teacher Education

Required Work Experience for Secondary Majors

Rationale

Future teachers must be familiar with the characteristics of learners from different backgrounds. Therefore, students applying to enter the Secondary Education major are expected to have previously completed experience working with young learners. Having prior work experience with young 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.

Requirement

Criteria for admission to all teaching option areas in the Secondary Education (SECED) major include documentation of **40 hours** of prior work experience (paid or volunteer) in educational settings, which could include day care centers, public or private school classrooms, volunteer tutoring, summer camps, and other community youth programs.

Your work must be with **adolescents/teenagers** of secondary grade age (grades 6-12), or with learners of younger ages in your intended **content field** (e.g., math, science, history/social studies, English/literature), or with adults with special needs (including English-language learners).

At least some of the young people with whom you work must be from a **different background** (e.g., race/ethnicity, home language, culture, socio-economic status) than you.

Acquiring these hours is the individual responsibility of the student to be done before formally entering the major. These prior experiences do not necessarily need to be under the aegis of Penn State University.

Implementation

These early educational experiences may have occurred before or after a student matriculates at Penn State, but they must be recent (since graduation from high school) and are to be completed prior to applying to enter the major. Any experiences with youths engaged in meaningful learning activities are appropriate for this requirement, but routine child care ("baby-sitting") cannot be accepted. All experiences are to be

documented by the end of the fall semester prior to formal application to any Secondary Education teaching option.

Completing the **Urban Education Seminar** or **Rural School Seminar** (special summer sections of C I 295) will be accepted in lieu of the 40 hours and will fully satisfy expectations for the work experience requirement. However, the **Work Experience Documentation Form** still must be signed by the seminar instructor and turned in to the Department of Curriculum & Instruction. More information is available at:

<http://www.ed.psu.edu/educ/cife/ci-295/ci-295-summer>

SECED Work Experience Documentation Form (inside panel)

This is used to document your prior educational work 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 prior to entry into the major. (Students should keep a copy of the completed form). Multiple forms may be used if needed for multiple separate work experiences.

You, as the prospective teacher, complete sections 1-10 of the form. [PLEASE PRINT.] Then you ask the person who supervised the education work experience to verify the information and provide his or her signature and contact information. The completed form may be physically dropped off, mailed, faxed, or scanned and emailed to the C&I Department. Note that it is *your responsibility*, not the supervisor's, to ensure that this form reaches us.

Questions?

Please contact the College of Education Advising and Certification Center at
(814)865-0488, advisingEDUC@psu.edu

The Pennsylvania State University

SECED Teacher Education Programs

Work Experience for Secondary Education

SECED WORK EXPERIENCE DOCUMENTATION FORM

To be completed by prospective student applying to the major:

1. _____
(Penn State Student's Name)
2. _____ 3. _____
(Email address) (Current PSU Location)
4. _____
(PSUID#)
5. _____
(Intended SECED Teacher Certification Area)

Did you complete the **C I 295 Urban Education** or **Rural School Seminar**?

Yes, in SU _____. (You do not need to fill out #6-10.)

Have your seminar instructor sign as "Supervisor's Signature" (inside panel)

If no, you must fill out #6-10 to provide more details about the experience.

6. Date(s) of the Experience _____ to _____
7. Total Hours of this Experience _____

8. Specifically describe the duties performed (including the academic content area, if applicable) in this experience:

9. Indicate the age range(s) of the learners with whom you worked:

- a. _____ Pre-school
- b. _____ Elementary school (grades K-5)

- c. _____ Middle school/junior high school learners (grades 6-8)
- d. _____ High school learners (grades 9-12)
- e. _____ Adult learners with special needs

10. Were some of the learners with whom you worked in this experience different (race/ethnicity, language, culture, social class, etc.) than you?

- _____ No.
_____ Yes.

If yes, briefly describe the differences:

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.

(Student's Signature) (Date)

To be Completed by the Supervisor:*

Thank you for completing items A-G below, confirming the date(s) and hours reported by the student. Any additional comments are also welcome.

A. _____
(Supervisor's Signature)

B. _____
(Email address)

C. ____ D. _____
(Date) (Phone Number)

E. _____
(Title/Position)

F. _____

(School/Organization)

G. Comments:

*For additional space, if needed, please use the panel to the right.

Deliver completed forms to the C&I Department:
Secondary Education (SECED)
c/o Jennifer Glasgow
140 Chambers Building
University Park, PA 16802

Email: jsg17@psu.edu
Fax: (814) 863-7602
Telephone: (814) 865-1500

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