



Calendar & Deadlines

January	
Monday, 14	ASU First Day of Classes
Wednesday, 23	Spring Field Experience Application Deadline by 5:00 p.m. CARR 287 (FMI: EPI Center 942-2209)
	Apply for Criminal Background Check with SAISD <u>after</u> you receive a confirmation e-mail that your application has been processed
February	
Monday, 4	Field Experience Assignments and Principal Meeting Dates and Times will be posted on the wall outside the EPI Center (CARR 287)
Wednesday-Friday, 6-8	Field Experience Principal Meetings On Various Campuses (as Scheduled Individually)
Monday, 11	Spring Field Experience Begins On Various Campuses (as Scheduled Individually)
Tuesday-Wednesday, 19-20	Mandatory Student Teaching Application Meetings (For Fall 2013 Placements) UC 203-204 *All Students who wish to Student Teach in the Fall must attend ONE of the following: Tuesday- 11:00 a.m., 3:30 p.m., 6:00 p.m. Wednesday-1:30 p.m. GRADUATE Student Teacher Applicants Wednesday, 5:00 p.m. CARR 124
Wednesday, 27	Student Teaching Application Deadline by 5:00 p.m. (For Fall 2013 Placements) CARR 287 (FMI: EPI Center 942-2209)
March	
Wednesday, 6	Student Teaching Application Packet Deadline by 5:00 p.m. (For Fall 2013 Placements) CARR 287 (FMI: EPI Center 942-2209)
Monday-Friday, 11-15	Spring Break (SAISD—check your specific district for dates)
Friday, 29	SAISD Holiday (Check your specific district)
April	
Tuesday, 2	Third Annual Education Symposium for Future Educators 6:00-8:00 p.m. UC CJ Davidson

Other Requirements

You must arrive at least 10 minutes earlier than your scheduled observation time.

(You may not include travel time as part of your observation time.)

You must sign in at the office & classroom for each visit.

You must keep documentation of your hours so that your professor can verify your attendance.

You must go in with a positive attitude.

You must always use appropriate language.

You may not have firearms or ammunition in your car, purse, bag, anywhere.

You may not have tobacco products of any kind.

You may not have a cell phone. (Leave it in your car.)

You may not chew gum.

You may not post anything in social media regarding any part of your field experience.

You must obtain a Criminal Background Check and secure an I.D. badge.

*Directions for obtaining a **Criminal Background Check** by applying through SAISD.

If you already have an SAISD student account

- 1) Go to www.saisd.org
- 2) Click on the tab at top of the screen titled "Employment"
- 3) From the drop down menu click on "Job Opportunities"

- 4) Under "*University/College Students*" click on "*View the University College Job Board for more information about available positions.*" View "Student-University/College Programs"
- 5) After viewing the job, click on "University/College Students Click Here to Login and Apply."
- 6) Sign In with your username and password.
- 7) Read and "Accept" the Disclaimer
- 8) Update existing application as needed
- 9) Click on the "Jobs" tab
- 10) Click on "View/Apply" **select** "Student-University/College Programs."
- 11) Click on "Apply for this job"
- 12) There should be a "yes" next to the job you applied for upon completion.

If you do not have an SAISD student account

- 1) Go to www.saisd.org
- 2) Click on the tab at top of the screen titled "Employment"
- 3) From the drop down menu click on "Job Opportunities"
- 4) Under "*University/College Students*" click on "*View the University College Job Board for more information about available positions.*" View "Student-University/College Programs."
- 5) After viewing the job, click on "University/College Students Click Here to Login and Apply."
- 6) Click on "Create New Account"
- 7) Fill out the needed information
- 8) Click on "Save and Next"
- 9) Continue answering the questions in the application, click on "Save and Next" on the bottom of each page.
- 10) You should get a "Success Screen"
- 11) Read and "Accept" the Disclaimer
- 12) Click on the "Jobs" tab
- 13) Click on "View/Apply" **select** "Student-University/College Programs."
- 14) Click on "Apply for this job"
- 15) You should end up back on the screen that lists the jobs and there should be a "yes" next to the job you applied for

You must always dress professionally & conservatively:

1. Candidates' hair will be clean and well groomed at all times and shall not obstruct vision.
2. Candidates must wear appropriate shoes at all times. (Flip Flops/ House slippers are not allowed.)
3. All forms of headgear (hats, caps, hoodies, bandanas, etc.) are not acceptable.
4. Shorts are not permitted.
5. Proper under garments must be worn and not be visible.
6. Any attire related to negative group behavior (gangs, etc.) will not be permitted.
7. Candidates may not wear slogan buttons or clothing with inappropriate or violent slogans or advertising.
(An example would be an alcoholic beverage or tobacco advertisement.)
8. Visible body piercing shall be limited to ear piercing. All other visible piercings, including retainers or spacers, are prohibited.
9. Over-sized style pants that would give the appearance of being baggy or saggy will not be permitted.
10. Shirts and Blouses must be tucked in unless they are shorter in length than the student's extended fingertip.
11. Sunglasses may not be worn in the buildings on the eyes, head, around the neck.
12. Candidates may not wear unusual costumes that attract attention and detract from the learning atmosphere. This includes unusual hairstyles or hair coloring.
13. Tattoos are not allowed to be visible.
14. Holes and/or shredding on jeans/pants are not permitted.
15. Female Candidates:
 - * Nothing may be worn that shows/ bares the midriff (front or back.)
 - * Skirts must not be shorter than the students' extended fingertips.
 - * Divided skirts, hemmed above the knee, are considered shorts and may not be worn.
 - * No spaghetti straps, tank tops or visible under-clothing will be permitted.
 - * All tops must be at least 3 fingers wide on the shoulder.
 - * Low-cut tops may not be worn.
 - * Skintight attire is not acceptable. (This includes bike shorts and spandex.)

Any other attire or grooming that is perceived by the campus administrator or university supervisor as being detrimental to the education process will not be allowed. If a candidate is found in violation of the dress code policy, the candidate will be asked to change.