

Apprentice Teaching B Frequently Asked Questions & Program Agreement

Congratulations!

You are one step closer to meeting all requirements of the NevadaTeach program! Below you will find Frequently Asked Questions related to Apprentice Teaching B and a Program Agreement that must be reviewed and signed prior to your final approval for Apprentice Teaching B and the assignment of a mentor teacher.

How do I apply for Apprentice Teaching?

Prior to Apprentice Teaching B, you must: (a) be in the process of completing all program and course requirements (the expectation is that students will be as close as possible to meeting graduation requirements prior to Apprentice Teaching B); (b) obtain a Nevada substitute teaching license; (c) acquire professional liability coverage; (d) satisfactorily complete assigned components of your NevadaTeach portfolio; (e) meet all requirements of the school district in which you plan to complete Apprentice Teaching B; and, (f) submit a College of Education internship application by the established deadlines.

The NevadaTeach team of co-directors, master teachers, and program coordinator will verify that these requirements have been met and will discuss your readiness for Apprentice Teaching B with the College of Education Office of Clinical Experiences and your academic advisors.

Deadlines for submitting the College of Education internship application are March 1st for fall internships and Oct. 1st for spring internships. The College of Education internship application can be accessed at https://nevada.formstack.com/forms/untitled_form65

What is the course requirement for Apprentice Teaching B?

Students planning on completing Apprentice Teaching B must register for NVTC 492: Apprentice Teaching B (7 Credits). The seminar component of this course meets once a week for one hour to discuss topics pertaining to the Apprentice Teaching B experience.

What are the substitute requirements for Apprentice Teaching?

You must have a Nevada Substitute license for Apprentice Teaching B placements. Unless notified otherwise by NevadaTeach program staff, you must also be hired by the Washoe County School District as a substitute teacher. Interns with extensive substitute experience often seem more confident in their classroom management and delivery of instruction. Substitute licenses are issued by the state, like your driver's license. You must also apply as a substitute with the school district. This is also helpful, as it allows you to substitute for your mentor teacher.

How will I know if my College of Education Internship Application has been approved?

The Office of Clinical Experiences and/or NevadaTeach program staff will notify you in the event your application is not complete or you have not met the requirements for Apprentice Teaching B. Failure to meet all Apprentice Teaching B requirements may void your internship application or delay your Apprentice Teaching B.

What are Nevada school district requirements for Apprentice Teaching B placements?

The following table is subject to change and may not be inclusive. NevadaTeach program staff will notify you personally if there are additional requirements after a placement has been made. You are responsible for any costs related to school district requirements.

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Requirements Listed by Nevada County	Carson	Clark	Douglas	Lyon	Washoe	Churchill	Storey
NV Substitute License	X	X	X	X	X	X	X
District Fingerprinting & Background Check	X		X	X		X	X
Drug Testing	X			X			
Hired as a Substitute with the District interning in - must contact that District					X		
Professional Liability <ul style="list-style-type: none"> • NEA- Student Program 	X	X		X	X	X	X

What if I want to complete Apprentice Teaching B out of the country?

All International Placements must be arranged through the college’s Consortium for Overseas Teaching [COST]. If you choose to have an international placement, you must meet all expectations of both the COST program and the NevadaTeach program. For information regarding the COST program contact Dr. Mahon at jmahon@unr.edu.

Can I contact a teacher, principal, or school to arrange my Apprentice Teaching B placement?

No! Applicants for Apprentice Teaching B **shall not**, in any way, attempt to independently arrange their own Apprentice Teaching B assignments, or contact any agency, school, or classroom teacher to discuss any aspect of the placement. This policy also applies to parents, friends, or relatives of the applicant.

How are Apprentice Teaching B placements arranged?

The placement process involves NevadaTeach faculty collaborating with schools or appropriate agencies to secure mutually beneficial learning environments in which Apprentice Teachers work to gain supervised teaching experience. Your assignment will be made with much care and attention to its suitability. Consideration will be given to each individual’s growth and development while in the NevadaTeach program. All individuals who have been approved for Apprentice Teaching B will be asked for preferences in relation to grade levels and general geographical region within our area. Additionally, all Apprentice Teachers will be given the opportunity to share any special circumstances that might influence their placement.

What is the duration of Apprentice Teaching B?

The start date for Apprentice Teaching B will vary according to the schedule of the assigned school. Fall placements will start three (3) working days before school starts. Spring placements begin on the first day of school after the assigned district’s Winter Break. If you have an unusual circumstance and cannot start Apprentice Teaching B on the expected date, contact NevadaTeach program staff immediately.

The Apprentice Teaching B experience requires that you spend a total of 280 hours in your school placement over a 14-week period (average of 20 hours per week) and that you attend the weekly seminar on the UNR campus. You will autonomously teach two classes for ten weeks each as described below. The first week of your Apprentice Teaching is observational. The second week of your Apprentice Teaching you

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will begin teaching the first of your two assigned classes. The third week of your Apprentice Teaching you will begin teaching the second of your two classes. You will continue to teach every session of these two classes until the end of the 12th week. The 13th and 14th weeks will be the reverse of the first and second weeks. There may be additional observations required during the 14th week. Please keep in mind this is the ideal schedule, but may be adjusted for individual circumstances through discussion with NevadaTeach faculty and your mentor teacher.

It is important to recognize that, as an Apprentice Teacher, you are a guest in the school. Mentor teachers are legally responsible for determining what is best for their students. While NevadaTeach has an established timeline of what is expected each week during Apprentice Teaching B, it will ultimately be a team decision among the Apprentice Teacher, mentor teacher, and University Supervisor to determine what responsibilities you will assume and when. If you demonstrate competence, responsibility, and tact, you will likely have many opportunities to begin teaching early in your experience and to try more innovative teaching strategies.

When will I be notified of my Apprentice Teaching B Placement?

You may receive phone calls or emails while your internship application is being processed. Please respond promptly. The NevadaTeach faculty will email you when your placement has been arranged. When you receive your placement notification email, you will also be notified of who will be assigned as your University Supervisor. The University Supervisor may or may not be a NevadaTeach faculty member. Your University Supervisor will be responsible for establishing a first meeting in which introductions will be made and expectations for the Apprentice Teaching B experience will be shared.

****IMPORTANT** - Remember, even if you have a placement, if you do not fulfill the requirements of UNR and the partnering district, you will not be allowed into the school to start your internship until you are cleared.**

What if I want to appeal my Apprentice Teaching placement?

If you want to appeal your Apprentice Teaching B placement, you should provide the NevadaTeach College of Education Co-Director with a written statement within 10 working days from the date you were informed of this placement. The Education Co-Director will review the statement and either change or uphold the original placement. Should the placement be upheld, the student can further request that the Education Co-Director arrange a final appeal meeting with the College of Education Associate Dean who oversees all teacher education programs.

What if my Apprentice Teaching experience is adversely being affected because of my placement?

Any concerns that arise during Apprentice Teaching B should be communicated immediately to either the University Supervisor or the NevadaTeach College of Education Co-Director, so early intervention can occur to support your success. Changes in Apprentice Teaching B placements after they have started are only made in unusual circumstances. If you experience situations in your placement that you feel rise to this level, please notify either your University Supervisor or the NevadaTeach Education Co-Director, immediately.

I have read and understand the information presented pertaining to the requirements and procedures for Apprentice Teaching B.

Signature _____ Date _____

Printed Name _____