



Pre-Service Teaching Experience  
(Volunteer Teaching)  
Austin Community College's Center for Teacher Certification

For those who work, finding time to experience area classrooms is difficult. However, when an accepted participant has the ability to work during the day for a six-week period, we are pleased to offer this teaching experience. From February 15 through the end of April 15, participants in good standing may work in a local classroom with a mentor teacher by assisting that teacher for at least 20 days. Although we would like for each participant to have completed the content exam in order to be "highly qualified," exam results may not be received in time for the period. Therefore, we enforce the entrance requirement for transcript hours based on State Board for Educator Certification credit hours.

Requirements:

- ⊕ Teaching resume for district/campus with references
- ⊕ Successful Criminal Background Check
- ⊕ Good standing in EDTC 3000
- ⊕ Volunteering at least 20 days for the entire school day
- ⊕ Two reports to Director (A and B)
- ⊕ Scheduled meeting with Director last week in April

If you are interested, please turn in the attached application to our office by February 1. Note any prior plans that would interfere with the teaching experience.

Once selected, you will be assigned a campus and teacher, will sign in and out each day for district and program records; submit an emailed report after two weeks about what you are learning and how you are specifically assisting students and the teacher; another report at the end of the teaching experience, and meet with me the last week in April to submit last required report and time sheet.

Please understand that this opportunity for on-the-job-training gives principals an idea of your abilities regarding possible hiring. Consider this a job that entails being dependable and an asset to the campus.

Sharon Duncan  
Director, Center for Teacher Certification  
Austin Community College  
5930 Middle Fiskville Road  
Austin, TX 78752  
512.223.7650  
[sduncan@austincc.edu](mailto:sduncan@austincc.edu)  
<http://www.austincc.edu/teacher>



Center for Teacher Certification
Pre-Service Teaching Experience
Application & Placement

Name \_\_\_\_\_

Certification area: \_\_\_\_\_

District requested: first choice \_\_\_\_\_; second choice \_\_\_\_\_

Email address: \_\_\_\_\_

Contact numbers: work/home \_\_\_\_\_; cell \_\_\_\_\_

Comments:
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

I understand that I will undergo a criminal background check and must be in good standing with ACC's EDTC 3000 course and program requirements. I understand that I am working with teachers, students, staff, and the principal for student success and may be released without notice. I will honor my commitment to the classroom teacher and will make arrangements ahead of time when I must miss class.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

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Placement

District \_\_\_\_\_ Campus \_\_\_\_\_

Campus Address \_\_\_\_\_

Campus Contact person \_\_\_\_\_

Grade Level \_\_\_\_\_ Subject \_\_\_\_\_

Mentor Teacher \_\_\_\_\_

School phone # \_\_\_\_\_ School email \_\_\_\_\_

Principal name and approval \_\_\_\_\_

(Mentor Teachers are not paid by ACC.)





**Center for Teacher Certification  
Pre-Service Teaching Experience  
REPORT A**

Each two weeks, submit report by email to [sduncan@austincc.edu](mailto:sduncan@austincc.edu) , completing part A. At the end of the teaching experience, complete part B and submit, including teacher and principal comments.

Name \_\_\_\_\_ Campus \_\_\_\_\_

Subject/Grade Level \_\_\_\_\_

Mentor teacher \_\_\_\_\_

**Tutoring (number of students, TAKS competencies, strategies used):**

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**Observations (using Principles of Learning and data collection for time-on-task, time tracking, classroom mapping, student case studies):**

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**Administrative Tasks (copying, grading, duty, making materials, etc.) :**

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**Planning activities or lessons** (working in pairs, group presentations, discussion, formative assessments):

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**Practical applications to ACC coursework:**

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**Comments:**

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Signature: \_\_\_\_\_



**Center for Teacher Certification  
Pre-Service Teaching Experience  
REPORT B**

At the end of the teaching experience, complete part B and submit electronically to [sduncan@austinctc.edu](mailto:sduncan@austinctc.edu) or fax hard copy to 512.223.7030, Attention Sharon Duncan, including teacher and principal comments.

Name \_\_\_\_\_ Campus \_\_\_\_\_

Subject/Grade Level \_\_\_\_\_

Mentor teacher \_\_\_\_\_

**Tutoring Successes (number of students, TAKS competencies, strategies used)**

**One Case Study (initial contact, academic and social progress)**

**Reflection on administrative tasks, behavior management, and time management:**

**Reflection on planning activities or lessons (working in pairs, group presentations, discussion, formative assessments)**

**Practical applications to ACC coursework and future classroom:**

**Mentor teacher comments and signature:**

**Principal comments and signature:**

**Preservice Teacher Signature:** \_\_\_\_\_