

## Process for CUE Student Placement and Placement of Non-CUE Students in Urban Schools

### UTP Student Statement

1. Students complete and submit CUE Interest Statement.
2. Sue Joseph (Data Management Coordinator) collects the Interest Statements and adds the student data into a tracking system.
  - a. For scholarship applications, Sue submits information to the Metro Scholarship Office (Michelle LeBoo) who reviews them against Metro student financial aid information; GPA requirements; SAP, etc. When the review is complete, Sue sends a written response to the students acknowledging their scholarship award or explaining why an award was not provided.
3. Sue downloads course rosters and then prepares a spreadsheet containing CUE student names, phone numbers, program areas, CRN# and appropriate faculty names for each field experience course and sends it to Kathy Callum and Esther Rodriguez (this will be completed no later than the 2<sup>nd</sup> week of the MSCD semester); UTP student teaching course students go to Bridget Collins-Sullivan a semester in advance of student teaching and indicate on their placement preference sheet (1) that they are a CUE participant and (2) list their top three choices of designated urban schools for their placement. *Student Teaching timeline should be followed.*

### Matching Students to Designated Urban Schools

4. Using the capacity data from the designated urban school sites, including the names of consenting cooperative teachers, students are then matched to the school sites on the spreadsheet (1st course, 2nd course, content methods, etc.). This will be completed by the second week of the MSCD semesters and is immediately sent to the urban school liaison and CUE faculty for confirmation.
5. The school liaison will confirm or make adjustments to the final matches with the MSCD urban students and cooperating DPS teachers and return this data to Kathy Callum, Esther Rodriguez, and Sue Joseph, immediately.
6. Sue Joseph will email the finalized spread sheet for each school to all involved MSCD professors, including affiliates (1st and 2nd course and content methods).

### Roles of Metro Professors

7. Metro professors are to notify their students who are interested in urban schools to contact the appropriate school liaison so that they can be introduced to their cooperating teacher. Upon introduction, interested students work with their cooperating teacher to schedule their field placement experiences.

### Other Student Placements<sup>1</sup>

8. If space is available in urban sites *after* placement of interested students, school liaisons *could* accommodate other students.
  - a. Metro professors will need to negotiate other student placements in the school; they do not go through the CUE field placement coordinator (Kathy Callum). Urban school liaisons (as a courtesy) *may* assist with those placements.

9. Metro professors will have to do the outreach for student placement on their own within the Denver Public Schools or schools in other districts.

When Students Express an Interest in Urban Education After Placements Have Been Made: CUE welcomes and is accepting student Interest Statements into the program at all times throughout the year. However, if a student joins the program after all urban and other field placements have been made and confirmed, the student cannot negotiate a new field placement in a designated urban school. Rather, he/she remains in the school where placed at the beginning of the semester. The CUE office will track where students are placed and ensure that urban site placements are made the following semester.

Status Change/Concerns: If ever an interested student's status changes (e.g. drops a class), these changes must be shared with Kathy Callum, Esther Rodriguez, and Sue Joseph immediately. If there are questions/concerns about a particular placement, the above mentioned individuals should also be contacted immediately.

<sup>1</sup> Students who have not completed an Interest Statement.