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## Required Pre-Major Work Requirement for Secondary Education Candidates

### Rationale

Future teachers must be familiar with the characteristics of learners from different backgrounds. Therefore, students applying to enter Penn State Harrisburg's Secondary Education Certification Programs are expected to have previously completed experience working with *secondary-age* (ages 12-18) learners. Having prior work experience with secondary-age learners promotes an understanding of teaching and learning processes, contributes to sound decision-making about academic and career goals, and helps prepare educators for their work with diverse learners.

### Requirement

Criteria for admission to all secondary certification areas in the Secondary Education Program include documentation of **20 hours** of prior work experience (paid or volunteer) in educational settings, which could include but are not limited to volunteer tutoring, summer camps, youth sports, and other community youth programs. Pre-majors may also volunteer at a local school district whose demographics

Your work must be with adolescents/teenagers of secondary grade age (grades 7-12). 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 completed prior to formally entering the major. These prior experiences do not need to be under the formal direction of the Teacher Education Division at Penn State Harrisburg.

*\*All required clearances must be completed and copies submitted to the entity in which your experience will take place. You must follow the entity's protocol for volunteering/observing.*

### Implementation

These educational experiences may have occurred before or after a student matriculates at Penn State, but they must be recent (since graduation from high school but within the last two years) and are to be completed prior to applying to enter the certification program. Any experiences with youths engaged in meaningful learning activities are appropriate for this requirement, but routine childcare ("baby-sitting") cannot be accepted. All experiences are to be documented and submitted to the Teacher Education Office prior to formal application to any Secondary Education Certification Program.

### Secondary Education Field Experience Documentation Form (Reverse Side)

The form on the reverse side should be used to document your prior educational work experiences. You must ensure that the completed form, with your supervisor's verification, is returned to the Teacher Education Office so that your 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. Then ask your supervisor to verify the information and provide their signature and contact information. You may scan and email or hand-deliver the completed form to Dr. Michael Swogger ([mjs201@psu.edu](mailto:mjs201@psu.edu)), Coordinator of Secondary Certification Programs. Note that it is your responsibility, not your supervisor's, to ensure that this form reaches Dr. Swogger in the Teacher Education Office.

### Questions?

Please contact Katie Glassford in the Teacher Education Division at (717) 948-6213, or [kvg5654@psu.edu](mailto:kvg5654@psu.edu).

# Secondary Education Pre-Major Field Experience Documentation Form

## To be completed by prospective teacher candidate entering a Secondary Certification Program:

1. \_\_\_\_\_  
(Penn State student's name)
2. \_\_\_\_\_  
(PSU ID #)
3. \_\_\_\_\_  
(PSU email address)
4. \_\_\_\_\_  
(intended SecEd certification area)
5. Dates of field experience: \_\_\_\_\_ to \_\_\_\_\_
6. Site of field experience: \_\_\_\_\_
7. Total hours of field experience: \_\_\_\_\_
8. Describe below the specific duties/activities performed (including the academic content area, if applicable), in this experience:
9. Indicate the age range of the learners with whom you worked:  
\_\_\_\_ Middle/Junior High School (grades 6-8)  
\_\_\_\_ High School (grades 9-12)
10. Were some of the learners with whom you worked in this experience different (race/ethnicity, culture, language, socioeconomic status, etc.) than you?  
\_\_\_\_ Yes  
\_\_\_\_ No

Briefly describe these 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 signature)

\_\_\_\_\_  
(date)

## To be completed by the site supervisor:

I certify that \_\_\_\_\_ completed all duties/activities as described above.  
(student name)

- A. \_\_\_\_\_ B. \_\_\_\_\_  
(supervisor name) (email address)
- C. \_\_\_\_\_ D. \_\_\_\_\_ E. \_\_\_\_\_  
(phone number) (date) (title/position)
- F. \_\_\_\_\_ G. \_\_\_\_\_  
(school/organization) (supervisor signature)

### Supervisor Comments: