

Directions for Completing the Student Teaching Application

1. **Student Teaching Planning Sheet** (this form stays in the Education Department office)

- ❖ Please print and sign the releases.

2. **Student Teaching Application** (this form goes with your student teaching placement request)

*Note: Please fit A & B below each on one page. You may need to eliminate spaces, reduce font size, and adjust the formatting. **SAVE** the completed application. This is important in the event you have to make changes!*

A. Student Teacher Assignment Page (fit on one page)

- ❖ Students seeking a K-12 license and requesting two placement levels need two applications with dates for each placement.
- ❖ If something does not apply to you (eg. “Other Colleges Attended,” “Concentration”), then delete.
- ❖ You must include your GPAs - if you don’t know them, find out. See SIS.
Note: ESL does not have a content area GPA.
- ❖ List courses in Major(s), Teaching Content Area(s) and Concentration(s) only. Use only the headings that apply to you (eg. ESL education students will use both the Major and Teaching Content Area headings.) Include current course work AND any courses in your content area that you will have taken by the time you student teach. List similar courses together. Be complete — potential supervisors want to know about all relevant courses. (You may combine 1/4 credit courses such as: Voice 1-4, 1 cr.)

B. Student Teacher Autobiography Page (fit on one page)

- ❖ Be sure to include your **educational field experiences** indicating grade levels and role in classroom and **mentoring experiences** if applicable. Note: Do not include number of field experience hours.
- ❖ Instrumental music students, please indicate your instrument under question two.
- ❖ Make sure that the questions are in bold and your answers are not.
- ❖ Check for typing, spelling, and grammatical errors!

3. **Requirements for Student Teaching form and Content Area Advising Sheet**

(these forms stay in the Education Department office).

4. **Registration form** (only Post Graduate Students need to turn in this form)

*Remember that your Student Teaching Application will accompany your student teaching placement request. You will **NOT** make a good first impression on administrators and prospective cooperating teachers if your paperwork has spelling errors, grammatical errors, or is poorly formatted. We recommend you have a peer proofread the application for you.*

Submit your application by October 22nd and make an appointment for a 30 minute interview with the Director of Field Experiences.