APPLYING FOR STUDENT TEACHING
Rules and Regulations for Student Teaching

- Arranging your own placement is highly inappropriate and prohibited.
- You are allowed to visit with possible schools, but you do not arrange your own placement.
- Students may not be assigned to a cooperating teacher who has taught the prospective teacher candidate as a student.
  - You may teach in a secondary school from where you graduated. The first choice would be to have you in a classroom with a teacher you did not have. However, there may be an exception made in certain secondary placement circumstances.
- Students may not student teach in any school building where they have relatives in attendance, such as children or siblings.
- Students may not be assigned to any school building where a relative is currently employed.
Rules and Regulations for Student Teaching Continued

- Students may not student teach in any school district where a relative is a member of the School Board.

- It is strongly encouraged that students NOT be employed during the student teaching semester.
  - The student teaching semester is the busiest time you have had yet. We realize some people must work while student teaching, but try to limit your hours to weekends. You need to have enough time to keep up with the demands of student teaching.

- Once our letters of request for placement are sent to the schools, students will NOT be able to change their location requests. Exceptions to this will be considered only for serious reasons.

- Your signature on the application means that you agree to abide by these rules and regulations.
PLACEMENT PROCEDURES
Placement Procedures

- Application materials for Fall student teaching are due in our office by the **First Tuesday in February**.

- Applications for Spring student teaching are due in our office by the **First Tuesday in September**.

- **NO LATE APPLICATIONS WILL BE ACCEPTED!**

- You will be notified by UNK email if your application is accepted or denied. **Be sure you are checking your UNK email. You must correct any deficiencies.**

- Once all applications are approved, placement requests are sent to principals or superintendents.

- Second placement requests are sent when schools are unable to comply with request.
Placement Packets

- You will be notified through **UNK email** when your placement packet is ready in the **Educator Certification Office**. Included in the packet will be:
  - Letter indicating your cooperating school and teacher(s)
  - UNK registration information – Register through MyBlue
    - See your advisor to lift your flag
    - Register for TE400-01, 12 credit hours, if student teaching 16 weeks (TE400H-01)
    - Register for TE400-02, 17 credit hours, if student teaching 20 weeks (TE400H-02)
    - The correct TE section will be indicated on the information in your student teaching packet
  - Dates of placement
  - Cooperating teacher information for YOU to deliver before the end of the semester
    - May for Fall student teaching – You will not be successful trying to contact the teacher during summer months
    - December for Spring student teaching – Needs to be done before the holiday break as you start as soon as January starts
  - You will be on the school's calendar, **NOT** UNK's calendar.
  - Reminder to notify Education Certification Office of any failures/incompletes received this semester.
  - Placement information will not be given out over the phone.
  - **Online students:** If you prefer to have your packet mailed, send your request, including mailing address, to Lori Frickey at frickeyll@unk.edu.
APPLICATION PROCESS
Application Form

- The Application Form is located on the Educator Certification Office website.
- The Personal Data Form is located on the same website.
- How to get there?
  - Go to [www.unk.edu/certification](http://www.unk.edu/certification)
  - Click on Student Teaching and the Application Form will be in the dropdown list
  - The Personal Data Form will also be in the dropdown list
  - You must use Microsoft Word
Office of Educator Certification

The Educator Certification Office serves as a resource center for future educators. Students are assisted as they apply to the Teacher Education program, gain admission to the program, are placed to student teach, and apply for certification. Transfer students are urged to visit with Educator Certification Office representatives on Transfer Day or at any time.

+ Admission to Teacher Education
+ Student Teaching
+ Certification
+ Praxis
+ Post-baccalaureate Initial Certification
+ Additional Endorsement
Student Teaching

Students are required to attend a student teaching workshop two semesters before they plan to student teach. Multiple workshops are offered in November and April. (Fall student teachers attend one November workshop; spring student teachers attend one April workshop.)

- Student Teaching FAQs
- Pre-Student Teaching Workshops
- Alief ISD Houston, TX
- Garden City, KS
- UNK Partner Schools
  - Student Teaching Application Form
  - Personal Data Form

The Student Teaching Handbook is a resource for student teachers, cooperating teachers, supervisors, and administrators.

- Student Teaching Handbook
Information for Application Form

- Local and permanent address and phone number
- NU ID#
- UNK Loper Email address
- Two emergency contact names, addresses, and phone numbers
- Your catalog date (when you started at UNK or switched catalogs)
- GPA – Leave this blank. The Educator Certification Office will check your GPA
- Identified areas of endorsement (no student teaching required for minors or coaching endorsements)
- Three preferred school districts
- Name(s) of your advisor(s)

You will be able to send in your application materials without an advisor’s signature. This will be taken care of by UNK when your materials are received.

KEEP THE APPLICATION FORM ON ONE PAGE!
Acquiring Advisor’s Approval

- Again, the Educator Certification Office will obtain your advisor’s signature when your application is received.

- If you have any course substitutions from other colleges or universities, the Educator Certification Office needs official transcripts from these institutions.
How Long Will I Student Teach?

- **16 weeks**
  - 1 subject endorsement
  - 2 subject endorsements at same grade level (not including ESL)
  - 1 field endorsement
  - 1 field and 1 subject endorsement (same content area and grade level, not including ESL)

- **20 weeks**
  - 2 field endorsements
  - 2 subject endorsements at different grade levels
  - 1 field and 1 subject in a different content area/grade level (not including ESL)

- **2 semesters**
  - 1 field and 2 subject endorsements
  - 2 field endorsements and 1 subject endorsement (not including ESL)
Where Should I Student Teach?

- UNK Partner Schools
- Garden City, KS
- Alief School District in Houston, TX
- Consider your endorsement
- Consider a multicultural setting
- Be open to a new experience
- Get advice from your advisor

The cooperating teacher must have 3 years of experience and be certified in your endorsement area.

- You will request a district, not an individual building on the Application Form.

- You can add a separate note if you have a request for a certain building or teacher.

- You should add an extra note if you SHOULD NOT be placed within a building in a district you are requesting due to family attending or working in that building.
Partner Schools

- See UNK Network of Partner Schools list.

- The Co-Teaching model is encouraged. See Co-Teaching Model flyer.

- Co-teaching training is offered to any cooperating teacher and student teacher pair within the partnership.

- Student teacher and cooperating teacher attend a pairs workshop together at the beginning of the semester. Your teacher will receive an email with the details.

- Lessons are planned together and both are teaching in the classroom 90% of the time

- Note: Millard Public Schools also use the Co-Teaching Model
Student Teaching Out-of-State

- If you have a compelling reason to student teach outside of Nebraska (other than Alief or Garden City), you are responsible for:
  - Finding an appropriate placement (contact HR Department at the school district)
  - Finding a university supervisor
  - All fees (pay and mileage) connected with hiring a supervisor and paying a cooperating teacher, if required
  - Providing the Educator Certification Office with contact information for the school, the cooperating teacher, the university supervisor, and yourself
  - Seeing that all required paperwork is returned to the Educator Certification Office
  - Much responsibility falls on your shoulders to arrange things.

- **A phone meeting with the Director of Field Experiences is required.**
  - If you wish to go outside of Nebraska (other than Alief or Garden City), you will need to send an email to Jane Blum, Director of Field Experiences, about your reasons and to set up a phone meeting.
Garden City, Kansas

- 4th largest school district in Kansas: 2000 students, 75% minorities, 37% English Language Learners

- New facilities: new high school and new early childhood center (2012)

- One-to-one: iPads

- Garden City: 30,000 people, southwest Kansas, 325 miles from Denver, 376 miles from Kansas City

- Will pay $6,000 during student teaching IF you commit to teaching there for 2 years. This incentive will be offered if a teaching position is available.

- Will pay up to $5,000 for your Master’s Degree IF you commit to teaching there for 5 years

- Will pay for an endorsement in English as a Second Language IF you commit to teaching there for 2 years
Student Teaching in Alief ISD - Houston, TX

- For over 20 years, UNK has partnered with Alief to offer our student teachers a unique experience
- Located in southwest Houston
- Over 80 languages spoken in the district
- Student teachers are paid at or around $13.29/hour
- Help is provided to find housing
- Employment is nearly guaranteed, especially in secondary math and science
- Must have 3.0 or higher GPA to apply
- Note: Usually the calendar for Alief means students in 20-week placements will have to go back to finish after graduation
Personal Data Form

- 4 copies are required per endorsement
  - Given to principals and superintendents when placement request is made
  - Given to your cooperating teacher(s) when placement is finalized
  - Given to your student teacher supervisor

- **Please print this form front and back as it saves on postage**
- Compose your answers in advance
- Check for grammar and spelling errors, use spell check, ask someone to proof
- Be brief, complete, and honest
- Keep your message positive

- **Be sure to sign the back page**
- See the Tips for Essay Questions on the Student Teaching Personal Data Form
Acquiring Your Transcripts

- On MyBlue, request one copy of your UNK transcripts be sent to you from the Registrar’s Office.
- Make 4 copies per endorsement.
- **BE SURE TO WHITE OUT YOUR SS# BEFORE COPYING!** Copy these front and back. Making front to back copies saves on postage.
- Only copy pages that show actual grades.
- Request that they be sent to you after current semester’s grades are posted.
- Staple one copy to each Personal Data Form.

**Post Baccalaureate Students Only:** Additionally, send one set of official transcripts from each institution that you have attended (other than UNK) to complete your program at UNK.
Accepted Applications

- Admission to Teacher Education Program
- Submission of Application to Student Teaching
- Overall UNK GPA of 2.75
- Satisfy all course specific grade requirements
- Satisfactory completion of field experiences (embedded in required courses)
- Satisfy any additional program-specific requirements (all courses completed)
- Apply for background check

**All required documents completed**

- 1 copy of the Application Form
- 4 copies of the Personal Data Form for each endorsement
- 4 copies of your transcripts for each endorsement

All required documents turned in or mailed - **NOT emailed and NOT faxed** – to:

- **For ECI** - COE B117 with Staci Jacobson, 1615 W. 24th Street, COE B117, Kearney, NE 68849
- **For SPED** - COE C128 in the Educator Certification Office, 1615 W. 24th Street, Kearney, NE 68849
Required Background Check

- Nebraska State Department of Education requires background checks for student teachers

- UNK uses OneSource-The Background Check Company

- Students must:
  - Complete the online process required to initiate the background check:
    - [https://www.onesourcebackground.com](https://www.onesourcebackground.com)
      - Hover over TOOLS at the top and select Students
      - Then, select UNIVERSITY OF NEBRASKA-KEARNEY
      - Then BACKGROUND CHECK: COLLEGE OF EDUCATION STUDENT TEACHER
  - Pay the $27.82 background check fee.
  - You must go online and complete the process to initiate the background check by the deadline for submitting your student teaching application
  - You may want to request a copy in case a school requests it. Select yes in the box.
Background Checks Continued

- You may be asked to supply additional information if your current background check shows additional charges since your first background check done at the beginning of your program.

- Failure to complete these requirements on time could result in the postponement of your student teaching semester.

- If you have questions, please contact the Certification Officer at (308) 865-8264.

- **Continue to watch your Loper email – this is how we will contact you.**
The Subject Assessment test is required before most endorsements are placed on a Nebraska certificate.

Go to the website below for times, locations, study aids, and information on which test(s) are required in Nebraska.


We suggest you take the test early in case you don’t pass it so you have time to retake it.

You may graduate (Post Baccs: finish the program) without passing the test, but you will not receive your certificate from the Nebraska Department of Education until you pass.
REQUIREMENTS DURING STUDENT TEACHING
## Requirements During Student Teaching

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
<th>Due</th>
<th>Assessed By</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Canvas Discussion Group</strong></td>
<td>Bi-weekly participation in discussion groups</td>
<td>Checked Bi-Weekly</td>
<td>Director of Field Experiences</td>
</tr>
<tr>
<td><strong>Midterm Self-Evaluation</strong></td>
<td>Completed by teacher candidate and cooperating teacher</td>
<td>Halfway through each student teaching endorsement placement - accessed through Canvas</td>
<td>Shared with cooperating teacher and teacher candidate and reviewed by university supervisor.</td>
</tr>
<tr>
<td><strong>Required attendance at Professional Development Days (not for out-of-state teachers)</strong></td>
<td>Details will be posted on Canvas. Two-day mandatory callback. Held in Ponderosa. Informational sessions and job fair.</td>
<td>Held early in September for fall student teachers; late January for spring student teachers</td>
<td>Director of Field Experiences</td>
</tr>
</tbody>
</table>

**Note:** You are required to attend the Professional Development Days on campus unless you are employed as a teacher or doing your student teaching outside of Nebraska.
# Requirements During Student Teaching

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
<th>Due</th>
<th>Assessed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson Plans</td>
<td>For each observation (5), you will create a formal lesson plan using the UNK format</td>
<td>Sent to the supervisor the day before the scheduled observation</td>
<td>Reviewed by university supervisor</td>
</tr>
<tr>
<td>Lesson/Unit Plan</td>
<td>Format and directions on Canvas and TaskStream</td>
<td>At the end of each placement; if you have 2 endorsements, you will need to do 2 Unit Plans</td>
<td>Cooperating Teacher(s)</td>
</tr>
<tr>
<td>Final Evaluation</td>
<td>Final evaluation will be scored using the rubric posted on Canvas</td>
<td>By the end of each placement period (one per endorsement).</td>
<td>One from University Supervisor and one from each Cooperating Teacher</td>
</tr>
</tbody>
</table>
# Requirements During Student Teaching

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
<th>Due</th>
<th>Assessed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exit Surveys</td>
<td>• UNK Completer Survey</td>
<td>By the end of your student teaching</td>
<td>University – The information you provide is VERY important to the continued</td>
</tr>
<tr>
<td></td>
<td>• Supervisor Survey</td>
<td>experience</td>
<td>improvement of the program.</td>
</tr>
<tr>
<td></td>
<td>• ISTE Technology Standards Survey</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- See Student Teaching Assignments
Using TaskStream

- TaskStream will be used for submitting your lesson and unit plan during student teaching.

- You will need to Subscribe or Renew your subscription for a year and then Enroll in the correct Student Teaching section.

- Directions will be provided on Canvas.

- Be sure your subscription will run through the semester.
During Student Teaching

- You are allowed 3 excused absences (which does not include the Student Teaching Professional Development Days)

- Log on to Canvas at least once a week.

- Keep the Educator Certification Office informed of any address or name changes.

- Keep the Registrar’s Office informed of any address or name changes.

- Apply for Graduation *(undergraduates only, not those with Bachelor’s Degrees)*
  - Apply through MyBlue
  - Cost is $25
  - February 1st deadline for Spring Commencement
  - September 15th deadline for Winter Commencement

- Check your Loper email often
Role of the Supervisor

- Supervisors will make initial contact within the first couple weeks of teaching.

- Supervisors will make a minimum of 5 formal observations.
  - You will provide them with your lesson plan the day before the observation.

- Supervisors and cooperating teachers will assist you in meeting all of the student teaching requirements.

- Supervisors and cooperating teachers will complete your final evaluations.
Contact Information

- Keep a copy of ALL materials submitted to our office.
- One piece of advice: “Don’t wait until the last minute. Start early.”
- Student Teaching Handbook
  - [www.unk.edu/certification](http://www.unk.edu/certification)
  - Click on Student Teaching
- Thank you for your time and attention.
- Best wishes for a successful student teaching experience.

- Jane Blum
  - Director of Field Experiences
  - COE Building C128
  - 865-8416
  - [blumjj@unk.edu](mailto:blumjj@unk.edu)

- Lori Frickey
  - Office Associate
  - COE Building C128
  - 1615 W. 24th, Kearney, NE 68849
  - 865-8937
  - [frickeyll@unk.edu](mailto:frickeyll@unk.edu)