APPLYING FOR STUDENT TEACHING

Fall 2018
Goals of This Session

- Review Student Teaching regulations
- Explain the placement procedure
- Outline the application process
- Explain background checks
- Discuss the importance of a professional application
- Expectations from school districts
- Expectations during student teaching
- Answer questions
Contents of Folder

- PowerPoint presentation
- Applying for Student Teaching Checklist
- Rules and Regulations
- Sample Application Form
- Map of 100-mile radius area
- List of Partner Schools
- Co-Teaching Flyer
- Sample Personal Data Form
- Tips for essay questions
- Background Check information
- Praxis Subject Assessment
- Requirements During Student Teaching
RULES AND REGULATIONS
Rules and Regulations for Student Teaching

- Arranging your own placement is highly inappropriate and prohibited
- Students may not be assigned to a secondary school from which they graduated
- Students may not be assigned to a cooperating teacher who has taught the prospective teacher candidate as a student
- Students may not student teach in any school building where they have relatives in attendance, such as children or siblings
Rules and Regulations for Student Teaching Continued

- Students may not be assigned to any school building where a relative is currently employed.
- 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.
- NOTE: ECI students may be working half-days in a pre-school setting and may student teach the entire year for half-days while working the remainder of the day.
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 the deficiencies.**

- Contracts are sent to principals or superintendents

- Reminder calls are made

- Second contracts 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 as soon as you get your packet – not before; see your advisor
  - 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

- **ONLINE STUDENTS:** The Educator Certification Office will email you to request your address. Then your packets will be mailed to you with instructions.
APPLICATION PROCESS
On-Line 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
  - 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.)

- Pre-Student Teaching Workshops
- Student Teaching Application Form
- Personal Data Form
- Student Teaching FAQs
- Alief ISD Houston, TX

Student Teaching Handbook
- Welcome
- Contact Information
- UNK Teacher Education Program Desired Outcomes
- UNK Partner Schools
- Cooperating Teacher Responsibilities and Suggestions
- School Principal Responsibilities
- Teacher Candidate Responsibilities
- UNK Supervisor Responsibilities
- Helpful Indicators for Observations and Evaluations
- Student Teaching Requirements
- Midterm / Final Evaluation
- Teacher Candidate Intervention and Removal Procedure
- State of Nebraska Legislation
- Appendix
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)
- 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 substitutions or waivers in your program, make certain your advisor has notified the registrar’s office.

- Ask your advisor to check your degree audit.
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 the 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
Partner Schools

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

- Note: Millard Public Schools also co-teach
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 Houston or Garden City), you will need to visit with Jane Blum, Director of Field Experiences, about your reasons.
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 $6000 during student teaching **IF** you commit to teaching there for 2 years
- Will pay up to $5000 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 $12.90/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
  - 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

- **Be sure to sign the back page**

- Included in your folder is a sheet with tips for answering essay questions
Acquiring Your Transcripts

- Requests are made to the Registrar’s Office on MyBlue
- Please request only ONE be sent to you, then make four copies
- BE SURE TO WHITE OUT YOUR SS# BEFORE COPYING!
- Request that they be sent to you after current semester’s grades are posted
- Staple one copy to each Personal Data Form
Accepted Applications

- Admission to Teacher Education Program
- Submission of Application to Student Teaching
- Overall UNK GPA of 2.5 or higher (before 2012-13 catalog) or 2.75 (2012 to present)
- A grade of “C” (2.0 GPA) or higher in TE 204 and TE 206
- Satisfactory completion of a minimum of 2 field experiences
- 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 mailed **NOT** emailed in to Educator Certification Office by the deadline.

- 1615 W. 24th Street, Kearney, NE 68849
Required Background Check

- Nebraska State Department of Education now 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. (Payments are made directly to OneSource through PayPal.)
  - You must go online and complete the process to initiate the background check by the deadline for submitting your student teaching application
Teacher candidates who have an offense but have not reported it to the College Of Education must provide an updated Personal Professional Fitness Form and a Criminal Charges Self-Reporting Form to the Educator Certification Office.

If we have contacted you through Loper Email requesting court papers, you must provide them with your student teaching application or bring/send them to the Educator Certification Office before you submit your application - Educator Certification Office, 1615 W. 24th, Kearney, NE 68849

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.
Praxis Subject Assessment

- 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.
  - www.ets.org/praxis/ne/

- You will register to take the test on this site.

- You may take the test before, during, or after student teaching.

- You may graduate without passing the test, but you will not receive your certificate from the State 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>4th-5th week of each student teaching 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 Student Teaching Seminar (not for out-of-state teachers)</strong></td>
<td>Details will be posted on Canvas</td>
<td>Held early in September for fall student teachers; late January for spring student teachers</td>
<td>Director of Field Experiences</td>
</tr>
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<td><strong>Lesson Plans</strong></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><strong>Lesson/Unit Plan</strong></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><strong>Final Evaluation</strong></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>
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| Exit Surveys      | • UNK Completer Survey  
                    • Supervisor Survey  
                    • Endorsement Survey  
                    • ISTE Technology Standards Survey | By the end of your student teaching experience | University – The information you provide is **VERY** important to the continued improvement of the program. |
Using TaskStream

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

- You will need to Subscribe for a semester or Renew your subscription 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 Seminar)
- 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 1\textsuperscript{st} deadline for Spring Commencement
  - September 15\textsuperscript{th} deadline for Winter Commencement
- Check your Loper email at least weekly
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

- Laura Buehner
  - Office Associate
  - COE Building
  - C128
  - 1615 W. 24th, Kearney, NE 68849
  - 865-8937
  - buehnerlb@unk.edu