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| This section to be completed by SOE Faculty/Staff |
| \_\_\_Completed Student Teaching \_\_\_Did Not Complete Student Teaching – Why: |

**Student Teaching Semester**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL INFORMATION:**

**Directions: Please TYPE responses to the following:**

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| Last name:  |
| First name: | Preferred name:  |
| EID# (found in the CATS portal (account created with State Department)):  |
| Current Phone #:  |
| Address (During Student Teaching): Route, Street or Box  |
| Town/ City  | Zip | School District |
| FMU Program of Study: (If Middle Level Education, please include both areas of concentration) |
| FMU Email: |
| Cumulative GPA:  |

**Field Experience Information**

**Complete the following table for your PAST and CURRENT assigned placements. All information must be present. (Should you not have your EDUC 391/392/393/394 placement yet, please note “not yet assigned” for that course.) If you have attempted one (or more) of these classes more than once, you must provide placement information for each attempt (unless you did not complete any hours at assigned placement). Please refer to your LiveText account should you not remember any of the information requested below.**

|  |  |  |  |
| --- | --- | --- | --- |
|  **Course** | **School Placement** | **Cooperating Teacher** | **Grade Level AND Subjects** |
| EDUC 313 or ECED 329 |   |   |   |
| EDUC 391/392/ 393/394 |   |   |   |
| Other, if applicable |   |   |   |
| Other, if applicable |  |  |  |

**Student Teaching Placement Request**

School placements for student teaching will be made by the Director of Student Teaching. **It is not appropriate to initiate or discuss a placement with anyone other than the Director of Student Teaching.** Should the student teacher be placed in a district requiring additional paperwork, the student teacher will be required to be complete the paperwork as directed by the Director of Student Teaching.

**List school(s) where you have close relatives. Identify their relationship to you, and their position, if applicable. (This also includes your children, if applicable.)**

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| --- | --- | --- |
| **Name** | **Relation** | **School/District** |
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**List your top TWO school districts you would like to student teach in:**

**Within your licensure area, do you have a preference of grade level? If so, please list two of your preferred grade levels.** (Please do not list a grade you have already completed field experience hours in) If you have no preference, you may leave blank.

**Entrance Requirements for Student Teaching**

Being accepted into student teaching indicates the candidate has met, or will meet all requirements for Check Point II data. The requirements our outlined below, and grouped by how this data is being collected/completed:

The **Director of Student Teaching** will verify the student teacher has met the following Check Point II requirements:

* The student teacher candidate has been officially admitted to the Professional Education Program at least one full semester prior to the student teaching semester.
* The student teacher candidate has earned a cumulative GPA of at least a 2.75 at the end of the semester prior to student teaching.
* The student teacher candidate has received a positive recommendation from public school personnel and course instructors in the pre-student teaching block(s).
* The student teacher candidate has received an acceptable disposition rating from instructors and supervisors in pre-student teaching block(s).

The **Student Teacher Candidate** will provide/verify the following Check Point II requirements to the Director of Student Teaching (the Director of Student Teaching will verify submitted documents):

* The student teacher candidate has followed all procedures for student teaching as outlined on the School of Education’s News and Announcements Page.
* \*The student teacher candidate has maintained a “C” or better in all education courses. **(SEE \*A BELOW)**
* The student teacher candidate has received and submitted an EXAMINEE copy of passing scores on all required parts of the Praxis II (Subject Assessments/Specialty Area Tests and Principles of Learning and Teaching Tests) BY Reading Day the semester prior to student teaching. **(SEE \*B BELOW)**
* \*The student teacher candidate has received the recommendation of the appropriate program committee. **(SEE \*A BELOW)**
* The student teacher candidate has completed the South Carolina Department of Education Application for Educator Licensure\* (including background check and fingerprinting) and received approval by the state of the same.
* \*The student teacher candidate has successfully completed ALL education courses, except for the Clinical Practice Block of Education 487, EDUC 490, and EDUC 490A. **(SEE \*A BELOW)**
* The student teacher candidate will attend a **mandatory** orientation/advising meeting conducted by the Director of Student Teaching (held during the advising period the semester prior to student teaching); and
* The student teacher candidate will submit a complete and thorough Application to Student Teach Packet (as detailed on The School of Education’s News and Announcements Page) by Reading Day the semester prior to student teaching. \* Please note, some items are due before Reading Day, so it is vital the student teacher candidate pay close attention to deadlines outlined on The School of Education’s News and Announcements Page.

**\*A** - Student teacher candidate is to print a program sheet (located on The School of Education’s Website). Complete the program sheet by following the directions included in this application (page 5). The completed program sheet fulfills the proof of a “C” or higher in education courses, and serves as your recommendation.

**\*B**-Student teacher candidate is required to attach examinee copies of Praxis II and PLT scores (even if they are not passing). For any exam the student teacher candidate does not have a passing score on (or has not taken), the student teacher candidate is required to attach proof of registration for the missing exam to this application. (If multiple exams are missing (or if the exam has subtests, the teacher candidate would prefer to take individually), the student teacher candidate will only be required to provide proof of registration for one of the exams on this application. The Director of Student Teaching will explain how teacher candidate will move forward with Praxis Exam accountability.

**My signature below is evidence:**

* **I have read the information concerning Student Teaching for the appropriate semester, found on The School of Education’s News and Announcement’s Page; and have reread the above entrance requirements and feel that I have met, or will likely meet all requirements listed.**
* **I have met all requirements for student teaching but understand that the Program Committees and the Director of Student Teaching will review my application packet to determine if I have met acceptable standards.**
* **This application to student teach has been thoroughly and thoughtfully completed. I understand I am responsible for turning in any and all items related to the student teaching application packet as outlined on The School of Education’s News and Announcements Page by the provided due date.**

***Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Expectations of the FMU Student Teacher Candidate**

Listed below are **some** of the expectations of the FMU Student Teacher Candidate.

**Read and initial each box below as evidence of your understanding and agreement with the expectations of the student teacher candidate.**

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| --- | --- |
| **Initial** | **Student Teacher Expectation and/or Statement of Understanding.** |
|  | I understand the student teaching semester begins the first day of the semester, unless notified of a change by the Director of Student Teaching, or the School of Education. |
|  | I understand the attendance policy of student teaching is different, and I should not plan vacations, personal days off, etc. during the student teaching semester. Should there be a need for me to be absent, I am **required** to report the absence to the Director of Student Teaching, FMU Supervisor, and assigned cooperating teacher “CT”. |
|  | I am not allowed to complete student teaching in a classroom or school in which siblings, children, or close relatives are attending or employed.  |
|  | I am not allowed to work during the hours I am to be in student teaching and understand that ALL student teaching requirements are priority over work and other activities. |
|  | I am expected to be punctual. Tardiness is not acceptable and could result in my being placed on a remediation plan. |
|  | I will follow the schedule of my assigned “CT”. I also understand I am required to complete 480 hours (60 full 8-hour days at minimum) during the student teaching semester, which may require me to come in earlier and/or stay later than my assigned CT.  |
|  | I will follow the calendar year of the school in which I am assigned. This includes attending faculty meetings, bus duty, parent conference, etc.  |
|  | I am expected to be receptive of positive and negative feedback from the assigned CT, FMU Supervisor, and Director of Student Teaching and to implement changes made by these experts. |
|  | I am expected to look for ways be involved in the student teaching setting including school/community events and professional development opportunities. |
|  | It is my responsibility to study and abide by the requirements outlined in the student teaching handbook.  |
|  | I am responsible for reliable transportation to and from the assigned school. |
|  | I understand I may be placed outside of my district of choice, and/or outside of my district of residency.  |
|  | I understand it is required of the School of Education to provide me with a variety of placement experiences. One way in which this is done is to try and avoid placing me at schools in which I have already completed field experience hours or a previous student teaching attempt (if applicable).  |
|  | I am responsible for contacting the Director of Student Teaching regarding any information that may impact my placement. |
|  | I understand that neither I, nor my family or friends, are allowed to arrange or in any way interfere with my student teaching placement. |
|  | I understand that it is my responsibility to keep up with due dates for assignments in the Student Teaching Block, including those for EDUC 487 and 490A. I also understand that it is my responsibility to know of deadlines regarding graduation and other FMU events. |
|  | I understand I am expected to check my FMU email daily from submission of this application through the end of the student teaching semester.  |
|  | I understand that the students that I teach, and their academic success, are my main responsibility. I must consider this as I determine how to engage them in learning and how to help them to be successful, motivated students. |

**INSTRUCTIONS FOR COMPLETING PROGRAM SHEET**

* + - 1. Program sheets can be found at <https://www.fmarion.edu/education/undergraduateprograms/>
			2. Place letter grade by each class you have completed. For courses you are currently registered for place an “IP” for “In Progress”. Please note, a missing course is defined a course that is not in progress, or a course for which the required has not been achieved. (For example, all ECED/EDUC/ELEM/MLED courses must have a grade of “C” or higher.)
			3. The student teaching block is EDUC 487 and EDUC 490, which means you will not have grades for these, and are also not considered missing courses.
			4. Should there be a missing course, you will need to meet with your advisor and develop a plan on how you will complete the missing course before the student teaching semester. The plan will need to be provided on the following sheet “course plan/additional comments” page of this application. If a course plan has to be provided, your advisor will have to sign that sheet as well.
			5. Once the program sheet has been completed in accordance with these instructions, you will and your advisor will need to sign the program sheet indicating you have met all the course requirements for student teaching.
			6. The completed, signed program sheet must be included with your School of Education Application for Student Teaching.

**Course Substitutions:**

Please place a “CS” by any course(s) a substitution was allowed. A note will need to be in the portal (keyed in by your advisor (advisor who worked with you on substitution or current advisor)). The note will need to include the course that is on the program sheet, the course that is substituting for that course, and the approver of the substitution (generally a program chair/dean).

On the following sheet provide: the course on the program sheet, the course that is substituting for that course, and the grade earned in the substituting course.

**Course Plan/Additional Comments**

**This space can also be used to add any ADDITIONAL information that may be pertinent to your placement request, or any comments/questions that may/could impact my eligibility.**

The following section is to be completed by FMU School of Education Faculty/Staff ONLY

**Applicant Approved to Student Teach: ☐ YES ☐ NO**

**If No, why:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Initials of staff who processed application: \_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**