



Undergraduate Special Education Student Teaching Application

Steps for your FINAL SEMESTER!

Step 1: Complete the application packet (available online) and submit to 128 Porter BY THE DEADLINE listed below:

- a) **January 15 for Fall** student teaching.
- b) **June 15 for Winter** student teaching.
- c) Include the following documentation:
 1. two-page application
 2. personal statement (be sure to include your name on this)
 3. Professional Disposition (from your special ed. methods course)
 4. Current Criminal Convictions (within last 30 days)

*You will get a receipt with a dated stamp showing when you submitted your packet, and a Department Permission form to take to your advisor before you can register.

Step 2: See your advisor for **Department Permission** to register for SPGN 491 (Student Teaching plus Seminar) as soon as you have all the steps below completed and before the semester that you will be student teaching.

- a. Bring all yellow evaluations (if not already turned in) and your orange card to verify that you have completed 150 pre-clinic hours (50 gen ed., 50 elem. special ed., and 50 secondary special ed.). **These are a requirement in order to student teach.** Your advisor must agree that you have completed all your hours and then file your orange card in your folder.
- b. Your advisor will need to do an informal audit to verify that you will have **completed all your coursework.**
- c. Your advisor will fill out **Department Permission** so you can register for SPGN 491 and will submit this form to our department secretary. She will email you with the CRN for SPGN 491 so you can register.

Step 3: Remember that you **DO need to register** for SPGN 491, 12 credits.

NOTE: Undergraduate students are **REQUIRED** to attend a student teaching seminar. Check course schedule for day and time. This seminar is a class that starts at the beginning of each semester and runs all semester.

UNDERGRADUATE SPECIAL EDUCATION STUDENT TEACHING
Department of Special Education
Eastern Michigan University

APPLICATION FORM

Indicate the Semester for Student Teaching

FALL 20 _____

WINTER 20 _____

GENERAL INFORMATION

May be typed or handwritten

Last Name _____ First Name _____

EMU ID# _____ Preferred E-mail Address _____

Local Address _____ Local Phone _____

City _____ State _____ Zip _____

Permanent Address _____ Permanent Phone _____

City _____ State _____ Zip _____

Special Education Program Area _____ Minor _____

Teacher Certification Level Elementary Secondary
(General Education)

Note: Special Education certification is K-12

Expected Graduation Date _____

Please remember to attach the required documentation to this application (see page 1) and submit your completed application packet to the Department of Special Education, 128 Porter Building.

Please remember to make, and keep, a copy of this application for your records.

Please talk with your Faculty Advisor if you have questions about the application form or process.

PERSONAL STATEMENT

You must include a Personal Statement with your Special Education Student Teaching Application. The Personal Statement should address the following questions:

- Why have you chosen special education as a profession?
- Why are you pursuing an endorsement in your major area?
- What are your goals for your special education student teaching experience?

Your personal statement will be distributed to your cooperating teacher, and building administrator. Please make sure that your statement is clear and concise, error-free, and grammatically correct. Your statement should not exceed a single page, single-spaced.

PLACEMENT INFORMATION

Preferred Placement Locations (Please Remember, the Department of Special Education must make the placement)

May be typed or handwritten

Choice 1 _____

Choice 2 _____

Choice 3 _____

Are there any special circumstances that might affect your student teaching experience?

GENERAL EDUCATION STUDENT TEACHING EXPERIENCE

Name of School _____ Cooperating Teacher _____

Grade Level/Subject _____ Semester/Year Completed _____

The Department of Special Education staff and faculty have my permission to release information in my application file for the purpose of placement in student teaching.

Applicant Signature _____ Date _____

(Attesting to agreement to the statement above)

CIVIL/CRIMINAL CONVICTIONS ISSUES

What are Enumerated Offenses?

Michigan Teacher Certification

If a teacher candidate has any enumerated offense, s/he must provide either a *Judgment of Sentence*, *Register of Actions*, or a *Certification of Conviction*, along with a written explanation of the offense(s), to the Office of Academic Services (206 Porter Building, 487-1416). Admission and continuance decisions are based on, among other things, information about the civil/criminal convictions of the teacher candidate.

Please be advised that teacher candidates with civil/criminal conviction issues are not guaranteed certification even if they successfully complete a teacher preparation program. The decision to certify a teacher is made by the Michigan Board of Education through the Michigan Department of Education (MDE). The MDE can decide not to certify candidates with civil/criminal conviction issues regardless of their academic performance. EMU requires candidates with civil/criminal conviction issues to sign a letter of acknowledgement for admission and continuance.

Teacher candidates are recommended for certification once they complete all program requirements. Teacher candidates with any enumerated offense will undergo administrative review with the MDE. Administrative review takes at least 30 days. A teacher candidate with an enumerated offense is not eligible for a 90-day letter until after the review is complete and it is determined that the teacher candidate is eligible for certification.

Enumerated Offenses That *May Prevent Teacher Certification

1. Any felony conviction
2. Criminal sexual conduct in the fourth degree or an attempt to commit that crime.
3. Child abuse in the third or fourth degree or an attempt to commit that crime.
4. A misdemeanor involving cruelty, torture, or indecent exposure involving children.
5. A misdemeanor violation of distributing marihuana on school property,
6. A violation of any section from the Michigan Penal Code in the following areas: breaking and entering, presence of minor under 17 in places where liquor is sold, lewd and lascivious behavior, contributing to the neglect or delinquency of a minor, removing items from a vacant dwelling.
7. A misdemeanor violation from the Michigan Penal Code in the following areas: assault and battery, domestic violence, selling or furnishing alcoholic liquor to a person less than 21 years of age.
8. More than one: Driving Under the Influence (DUI) or Operating Under the Influence of Liquor (OUIL).
9. A violation of a substantially similar law of another state, of a political subdivision of this state or another state, or of the United States.
10. More than one minor in possession conviction.
11. More than one misdemeanor of any kind.

** Note: Enumerated offenses can negatively impact Michigan teacher certification, candidate marketability, or both.*

School districts will ask applicants for criminal background information. School districts can hold applicants to higher standards than are required by the state.

March 2007

STATEMENT OF CIVIL/CRIMINAL CONVICTIONS

The State Board of Education may refuse to grant a teaching certificate to an applicant convicted, as an adult, of any enumerated offense.

You must respond to each of the following questions.

	YES	NO
1. Have you ever been convicted of, found guilty of, pled guilty to, or pled no contest to any <u>misdemeanor</u> (including DUI) other than a traffic offense?		
2. Have you ever been convicted, found guilty of, or plead no contest to DUI (Driving Under the Influence) or OUIL (Operating Under the Influence of Alcohol)? How many? _____		
3. Have you ever been convicted of, found guilty of, pled guilty to, or pled no contest to any <u>felony</u> ?		
4. Have you ever had ANY professional certificate, license, or permit, or an application for same, revoked, suspended, limited, or denied? (A driver's license is <i>not</i> a professional license.)		
5. Do you currently have any criminal charges pending against you?		
6. Have you ever been, or are you currently, on a child abuse or sexual abuse registry in any state?		
7. Are you currently being investigated for sexual harassment, sexual abuse, or child abuse?		

In accordance with the State Board of Education Administrative Rules, a certificate may be denied or revoked for fraud, material misrepresentation, counterfeiting a certificate, or concealment in the application for a certificate (see Section R390.1201). **In order for your application to be processed, you must initial the following two paragraphs and provide EMU with basic personal identification information.**

I hereby certify that the information on this form is accurate and complete, and I hereby grant permission for school officials to release information concerning my degree and certificate to potential employers and certification agencies. _____ (initial here)

I understand that the Michigan Department of Education may not grant a teaching certificate to a candidate with civil/criminal conviction issues, even when the candidate has successfully completed an accredited teacher preparation program. I also understand that a licensed teacher with civil/criminal conviction issues can have her or his certificate revoked. _____ (initial here)

Printed Last Name: _____ Printed First Name: _____

Signature: _____ Date: _____

Student Identification # at EMU: E _____ Check one: elementary secondary

Check one: undergraduate post-baccalaureate graduate already certified teacher

Directions

If you answered yes to any of the questions in the table above, please provide the following documents: 1) a copy of the Judgment of Sentence, or Register of Actions, or Certification of Conviction, and 2) a written explanation of the offense. When recommended for certification, candidates with civil/criminal conviction issues will undergo administrative review by the Michigan Department of Education (MDE). Administrative review takes *at least* 30 calendar days from the day the recommendation is received by MDE. Ninety-day eligibility letters for candidates with civil/criminal conviction issues will not be available *unless and until* the MDE approves them.