

EASTERN MICHIGAN UNIVERSITY

COLLEGE *of* EDUCATION

Application for **STUDENT TEACHING**

This application should be filled out online and printed. Use your tab key to move through the fields to enter data. Or, you may print the form and type your responses. Handwritten responses are NOT acceptable. Make a copy of the entire application, once completed, for your personal records. You will need to refer to it at a later date.

Please return this completed and signed application along with the other required materials to:

*COE Office of Academic Services
206 Porter Bldg.
Eastern Michigan University
Ypsilanti, MI 48197*

Application Deadlines

Applications for **FALL** student teaching are due by the previous **JANUARY 15**. We accept these applications from November 1 through January 15. Applications for **WINTER** student teaching are due by the previous **JUNE 15**. We accept these applications from April 1 through June 15.

Submitting Your Application

Your application should be **submitted in the following order**:

1. One *Personal Information Form* (page 4)
2. **Three** duplicate collated, stapled packets including:
 - i. *Placement Request Form* (page 5)
 - ii. *Application for Student Teaching* (pages 6-9)
 - iii. *Statement of Purpose* (written by the applicant)
3. One *Statement of Criminal/Civil Convictions* (page 12)

What happens if I miss the deadline?

If you miss the deadline, we will accept your application and mark it "late". You will need to submit a written explanation of why it is late along with the application. "Late" applications will be processed after the applications that were received on time. There is no guarantee that we will place "late" applicants although we will make every effort.

How will I know if I am eligible?

Your academic records will be reviewed in the Office of Academic Services (206 Porter) to determine if you are eligible for student teaching. If it *appears* you are eligible for student teaching, you will be invited to a student teaching orientation. Invitations for fall orientation are typically placed in the mail in late February. Invitations for winter orientation are typically placed in the mail in late August. Please keep in mind that your eligibility will be re-evaluated as you approach the student teaching semester. If at any time you do not meet eligibility requirements, we will not be able to place you in a school for student teaching and will notify you by mail of your deficiencies.

Make sure you have a current address on file. If you address changes, complete a *Change of Address Form* in 206 Porter.

Your student teaching eligibility is based on many factors. The major factors include:

- Overall GPA, major GPA and minor at EMU
- Grades in professional education classes, including methods classes taught outside of the College of Education, at EMU
- Admission to the Teacher Preparation Program at EMU
- Grades in specified general education courses (based on program admission requirements)
- Ability to complete remaining courses and field experiences before student teaching
- Any kind of probation, administrative or academic
- Criminal/Civil Conviction Issues
- Meeting academic, moral, social, or emotional requirement

What if I want to put my application on hold?

If you want to put your application on hold for a semester or two, please call 734-487-1416.

When will I register for student teaching?

You are eligible to register as soon as all required additional materials are received and validated in 206 Porter. Fall student teachers should have their additional materials turned in by August 1. Winter student teachers should have their additional materials turned in by December 1. Students who are determined to be eligible for student teaching typically register 4-8 weeks before their student teaching semester begins. Eligibility can change as your situation changes. Late registration fees apply based on EMU registration deadlines.

Additional Materials Needed Before You are Eligible to Register for Student Teaching

The following documents are due by August 1 for Fall student teachers and December 1 for Winter student teachers. All documents should be submitted to 206 Porter.

Document	Where to get it	What you need to turn in
Negative TB test	From your personal medical records, doctor's office, Snow Health Center, etc.	Documentation that shows negative results from a TB test, your name and date. (Results must be less than 3 years old-through the end of your student teaching placement.)
Evaluation of Professional Behaviors	<ul style="list-style-type: none"> In LiveText <i>Elementary: your RDNG 310 instructor completes this.</i> <i>Secondary/K-12: your major methods instructor completes this.</i> <i>ECE, bilingual minors, & Special Education majors: ask your advisor</i> 	A printout of your evaluation from your LiveText account <u>after</u> your instructor has evaluated you. Be sure shading and complete evaluation prints out. For help with printing, go to: http://www.emich.edu/coe/livetext/students/how/print_assessment.html
Proof of 100 hours of Pre-Student Teaching (50 of which must be in your student teaching subject)	Depends on program: <ul style="list-style-type: none"> <u>Most majors: Pre-student Teaching Verification Form</u> (http://www.emich.edu/coe/oas/docs/forms/pst_fe_form.pdf) <u>Special Education: orange card(s)</u> <u>Physical Education: portfolio</u> <u>Music Education: workbook</u> 	<i>Pre-student Teaching Field Experience Form</i> , copy of orange Cards or Physical Education portfolio or Music Education workbook <u>with appropriate signatures.</u> (NOTE: Special Education Majors will need 150 hours before their Special Education student teaching)
Proof of \$1 Million Liability Insurance	www.mea.org/smea <i>SMEA Membership Application (PDF)</i> Coverage included in student membership, runs September 1 through August 31 and is available beginning each July 1. (\$27.00, subject to change)	A copy of your student membership application and a copy of your check before you send it in to MEA. Or documentation of liability coverage from another source, such as homeowner insurance
Criminal Background Check	www.michigan.gov/ichat (\$10.00, subject to change)	Print-out of the criminal background search results.

Do you have special needs?

If you need an accommodation, based on a disability documented in Disability Resource Center (DRC), please contact the Assistant Dean for Field and Clinical Experiences in 206 Porter (734-487-1416).

PERSONAL INFORMATION FORM

Student teaching: Fall Winter, Year: _____

Last Name _____ First Name _____

EID# at EMU _____ EMU E-mail _____

Local Address _____ Primary Phone _____

City _____ State _____ Zip _____

Home Address _____ Secondary Phone _____

City _____ State _____ Zip _____

Student status (check one): undergraduate post-baccalaureate SEM-T (Special Education Masters) already certified teacher

Subject level (check one): Elementary Secondary K-12

Major(s) _____ Minor(s) _____

Rank your placement preferences in terms of *school districts* 1) _____,
2) _____, and 3) _____

Expected graduation date? _____ Credit hours for student teaching (circle one) 3 4 5 6 7 8 9 10 12

Below for staff use only.Below for staff use only.Below for staff use only

Application date _____

GPA _____ Requires GPA check? Yes

TB date _____ Eval of Prof Behaviors. _____

Pre-Student Teach _____ Liability _____

Criminal Background Check _____

PLACEMENT REQUEST FORM

Last Name _____ First Name _____

EID# at EMU _____ Primary Phone _____

Major(s) _____

Minor(s) _____

Is this placement for Early Childhood, Physical, Bilingual, Music, Art, or Special Education?
If so, which ONE? _____

What high school did you attend? _____

In what city/state did you attend high school? _____

In which school districts do you have personal or professional relationships with staff,
educators, students, community members, etc.? _____

Students may not arrange their own student teaching placements. Prior arrangements cannot be honored. The final decision on all placements is made by the Assistant Dean for Field and Clinical Experiences. Placements are made based on a host of important variables. In some instances, we have to place students outside of their three placement choices.

Rank your placement preferences in terms of *public school districts* that are within 50 miles (or so) of Ypsilanti.

1) _____

2) _____

3) _____

Note: Out-of-state and out-of-country placements are honored only when extenuating circumstances exist and the student has an excellent academic record. These rare exceptions must be approved by the Assistant Dean for Field and Clinical Experiences in cooperation with an appropriate Department Head. Approval is not guaranteed.

How many hours will you be working while you are student teaching? _____

What student teaching placement, if any, will you complete after this one?

How many additional credit hours will you take while you are student teaching? _____

Are there any special circumstances we need to know about? Please attach a word-processed explanation.

APPLICATION FOR STUDENT TEACHING

EMU's Teacher Preparation Program Theme:
Caring Professional Educators for a Diverse and Democratic Society (CPED²S)

If you change your contact information, you must notify the Office of Academic Services (206 Porter Bldg., 734-487-1416).

EMU EID# _____ EMU Email _____

Student teaching: Fall Winter, Year: _____

Primary phone _____

Secondary phone _____

Last Name _____ First Name _____

Local Address _____

City _____ State _____ Zip _____

Home Address _____

City _____ State _____ Zip _____

.....
The Office of Academic Services staff and faculty have my permission to release information in my application file for the purpose of placement in student teaching.

Signature attesting to your agreement to the statement above:

_____ Date _____

.....
Credit hours for student teaching (circle one) 3 4 5 6 7 8 9 10 12

What teaching certificate are you seeking (check one)?

_____ elementary _____ secondary _____ K-12 _____ additional endorsement area

In what year and semester do you plan to receive your teaching certificate?

What is your preferred placement?

Elementary (provide grades) _____

Secondary (provide subject – should be in major) _____

Special subject (i.e. Early Childhood, Physical, Bilingual, Music, Art) if any?

What are your most recent and relevant pre-student teaching/pre-clinical experiences?

Experience _____

Duration (weeks and hours) _____

Experience _____

Duration (weeks and hours) _____

Experience _____

Duration (weeks and hours) _____

Are you a certified teacher? If so, complete THIS SECTION.

Current certification level (elementary or secondary) _____

Endorsements on current certificate _____

Grade level and subject you are currently teaching _____

Have you student taught in a previous semester? If so, complete THIS SECTION.

Name of school _____

Cooperating teacher _____

Credit hours _____ Semester _____ Year _____

Grade level and subject _____

During this student teaching semester, how many TOTAL credit hours will you be taking (include student teaching credits and other credit hours)? _____

What course(s) do you plan on taking during this student teaching semester (*note: any classes taken during student teaching need to be approved by the Office of Academic Services*)?

Course prefix and number _____ Credit hours _____

Course prefix and number _____ Credit hours _____

How many credit hours will you have done by the beginning of this semester of student teaching? _____

How many hours will you be working during this student teaching semester? _____

What kind of work will you do during this student teaching semester? _____

Complete the following table for your type of certification, as appropriate to your program.

ELEMENTARY		SECONDARY		K-12	
Course	Semester/year completed?	Course	Semester/year completed?	Course	Semester/year completed?
EDPS 322		EDPS 322		EDPS 322/325	
SPGN 251/510		SPGN 251/510		SPGN 251/510	
CURR 304		CURR 305		SOFD 328W	
EDPS 340 or ECE 341		EDPS 340		Methods course(s)	
RDNG 300		SOFD 328W			
SOFD 328W		RDNG 311			
RDNG 310		EDMT 330			
EDMT 330		Major methods		Assessment course(s)	
MATH 381		FETE 201			
FETE 201		FETE 302/PRCT 305		Technology course	
FETE 301/PRCT 304		FETE 402/PRCT 311		Pre-clinical course(s)	
FETE 401/PRCT 310					

STATEMENT OF PURPOSE

The *Statement of Purpose* allows you to introduce yourself to a prospective cooperating teacher. A cooperating teacher is the K-12 teacher with whom you will do your student teaching. A copy of your *Statement of Purpose* will be provided to prospective cooperating teachers so that they can decide if you will fit well within their classrooms. Your statement needs to be clear, coherent, and error free. Your statement needs to be approximately two pages in length, word-processed, and double-spaced.

Here are some guiding questions to help you write your statement. You do not have to answer all or any of the guiding questions. The guiding questions are here to help you focus on developing a statement that reflects your talents, abilities, experiences, and expectations for student teaching and beyond.

1. What are your relevant pre-student teaching experiences?
2. What value do you bring to the classroom?
3. What are some of your expectations of student teaching?
4. What are your intentions? Some people just "end up" teaching because they came to the end of their studies without any better idea of what to do. Others obtain a teaching certificate as "insurance" without the real motivation to be the best teachers they can be. Some people choose teaching because they have a passion for education and teaching. What is your motivation? What kind of a teacher do you want to be?
5. Why have you chosen the field of teaching? Why have you chosen elementary education, secondary education, or special education? What experiences have you had that will help you become an exceptional teacher in your content area?
6. What do you think the role of the teacher is in today's classroom?

CRIMINAL/CIVIL CONVICTION ISSUES AND TEACHER CERTIFICATION

If a teacher candidate has any misdemeanor or felony offenses, s/he must provide a *Judgment of Sentence, Registration 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 any civil/criminal conviction issues of the teacher candidate. EMU requires candidates with civil/criminal conviction issues to sign a letter of understanding for admission and continuance

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.

Typically, teacher candidates are recommended for certification once they complete all program requirements. However, teacher candidates with any enumerated offense will undergo administrative review by the MDE. Administrative review takes at least 30 days. A teacher candidate with an enumerated offense is not eligible for a 90-day letter.

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 marijuana 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 CRIMINAL/CIVIL CONVICTIONS

at the time of Student Teaching Application

The State Board of Education may refuse to grant a teaching certificate to an applicant convicted, as an adult, of an act of immoral conduct contributing to the delinquency of a child, or of a felony.

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 moral turpitude issues can have her or his certificate revoked. _____ (initial here)

Printed Last Name: _____ Printed First Name: _____

Signature: _____ Date: _____

Student ID # at EMU: _____ Check one: ___ elementary ___ secondary ___ K-12

Check one: ___ undergraduate ___ post-baccalaureate ___ SEM-T ___ already certified teacher

Directions

If you answered yes to *any* of the questions in the table above, please provide one of 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 issues will not be available.