

GRADUATE SPECIAL EDUCATION STUDENT TEACHING,
PRACTICUM OR INTERNSHIP APPLICATION PACKET

**All Materials Should Be Submitted to the Special Education Office
128 Porter Building**

GRADUATE SPECIAL EDUCATION STUDENT TEACHING, PRACTICUM OR INTERNSHIP
APPLICATION DEADLINES

**June 15th for Winter Semester
January 15th for Fall Semester**

The information contained in this Application Packet applies to ALL SEM-T, SLP Teacher Track, and ENDORSED TEACHERS who are applying for special education Student Teaching, Practicum, or Internship.

ALL applicants are responsible for meeting with their Faculty Advisor to determine if they have met the requirements for Graduate Special Education Student Teaching, Practicum or Internship. The Faculty Advisor must sign the blue Permission to Register Form in order for registration to be enabled for: SPGN 689, SPGN 586, and SPSI 689.

Step 1: Submit application BY THE DEADLINE.

1. Two page application
2. Personal statement (be sure to include your name on this)
3. Professional Disposition (download from Livetext)
4. Current Criminal Convictions statement

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

Step 2: SEM-T Students need to see their advisor

1. Your advisor should confirm you have completed 150 preclinic hours (50 gen ed, 50 elementary special ed, and 50 secondary special ed) and recorded it on your orange card (completed orange card is then filed in the student's folder).
2. Your advisor will fill out Department Permission so you can register for your student teaching, practicum or internship.

Step 2: Speech/Language Pathology SCHOOL TRACK Students ALSO Need:

- A copy of your TB Test
- A copy of your Liability Insurance Statement, valid at the time of placement (not required for application deadline, but required before registering for student teaching).

Step 3: Register for your student teaching, practicum, or internship.

In order to be recommended for Initial Certification, you MUST remember to:

- Submit your CPR/First Aid Certification
- Take and pass all required MTTC subject tests

Please submit these documents to the Department of Special Education, 128 Porter

GRADUATE SPECIAL EDUCATION STUDENT TEACHING, PRACTICUM OR INTERNSHIP
Department of Special Education
Eastern Michigan University

APPLICATION FORM

Indicate the Semester for Student Teaching, Practicum or Internship:

Fall Winter Spring Summer 20____

GENERAL INFORMATION

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 _____

Student Status SEM-T Graduate Special Education Graduate SLP

Teacher Certification Level Elementary Secondary

Previous Special Education Endorsements _____

Special Education Endorsement Sought _____

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, Practicum or Internship Application. The Personal Statement should address the following questions:

- Why have you chosen special education, or speech-language pathology as a profession?
- Why are you pursuing an endorsement in your major area?
- What are your goals for your special education student teaching, practicum, or internship 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)

Choice 1 _____

Choice 2 _____

Choice 3 _____

Are there any special circumstances which might affect your graduate field experience?

PLEASE COMPLETE THIS SECTION IF YOU ARE A CERTIFIED TEACHER

Original Certification _____ Year _____ Endorsement _____

Current Teaching Assignment _____

PLEASE COMPLETE THIS SECTION IF YOU HAVE STUDENT TAUGHT BEFORE

Name of School _____ Cooperating Teacher _____

Grade Level/Subject _____ Year _____

Applicant Signature _____ Date _____

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.