

### **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 e-mailed in late February. Invitations for winter orientation are typically e-mailed 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 your address changes, log into your my.emich account to make corrections or updates: my.emich -> Student tab -> Personal Information tab -> Update Addresses and Phones.

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

### **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.

### **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.

### **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 15. Winter student teachers should have their additional materials turned in by December 15. 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, but NOT at the same time you submit your application.**

The following documents are due by August 15 for Fall student teachers and December 15 for Winter student teachers. All documents should be submitted to 206 Porter.

Document	Where to get it	What you need to turn in
<b>Negative TB test</b>	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.)
<b>Evaluation of Professional Behaviors</b>	<ul style="list-style-type: none"> <li>In <u>Via</u> (formally LiveText)</li> <li><i>Elementary: your RDNG 310 instructor completes this.</i></li> <li><i>Secondary/K-12: your major methods instructor completes this.</i></li> <li><i>ECE, bilingual minors, &amp; Special Education majors: ask your advisor</i></li> </ul>	A printout of your evaluation from your Via account <u>after</u> your instructor has evaluated you. Be sure shading and complete evaluation prints out.
<b>Proof of 100 hours of Pre-Student Teaching</b> (50 of which must be in your student teaching subject)	Depends on program: <ul style="list-style-type: none"> <li><u>Most majors: Pre-student Teaching Verification Form</u> (<a href="http://www.emich.edu/coe/forms/documents/pst-fe-form.pdf">http://www.emich.edu/coe/forms/documents/pst-fe-form.pdf</a>)</li> <li><u>Special Education:</u> orange card(s)</li> <li><u>Physical Education:</u> portfolio</li> <li><u>Music Education:</u> workbook</li> </ul>	<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)
<b>Criminal Background Check</b>	<a href="http://www.michigan.gov/ichat">www.michigan.gov/ichat</a> (\$10.00, subject to change)	Print-out of the criminal background search results. (Results must be one year old or less, at the time you submit the documentation.)