

GUIDELINES FOR ON-THE-JOB SPECIAL EDUCATION STUDENT TEACHING (GRADUATE STUDENTS ONLY)

On-the-Job Student Teaching is open to a limited number of graduate students who are currently employed in special education programs, usually teaching under the Michigan Department of Education's Temporary Approval. All students seeking this option must be approved by the Department of Special Education & Communication Sciences and Disorders Student Teaching Committee.

On-the-Job student teaching is a supervised experience designed to permit the student to complete the student teaching requirement within their current work situation. This placement is only permitted for regular semesters (not in the summer). The On-the-Job Student Teaching placement is recorded on a student's transcript as an SPGN 689.

APPLICATION CRITERIA

A student must:

- Be admitted to the College of Education.
- Be admitted to a Special Education program at the graduate level.
- Possess a valid Michigan Teaching Certificate.
- Have a cumulative GPA of at least 3.0 (B).
- Have completed all required courses for the endorsement by the semester in which placement is requested.
- Have completed a minimum of three years of teaching (the teacher of record) experience including one year in a special education classroom (teaching without a contract, substitute teaching, or paraeducator not applicable)
- The one (1) year teaching experience must be in the disability area for which endorsement is being sought (see below for more details)
- Be employed for one year as the teacher of record in the class where the student teaching is to take place.

ON-THE-JOB STUDENT TEACHING CLASSROOM

The student must be employed in a Michigan Department of Education, Special Education Services-approved/reimbursable program or in programs recognized by the Eastern Michigan University Department of Special Education & Communication Sciences and Disorders as a learning site. The classroom shall be an inclusive classroom in a co-teaching position, resource room, self-contained classroom, or center-based program. The student teaching classroom may serve more than one type of disability; however, a 30 percent of the student enrollment in the classroom must have a target disability of the endorsement. The identified disabilities within the classroom must be documented if the classroom is not categorically defined.

APPLICATION PROCEDURE:

A student making an application must:

- Meet all requirements as outlined in the application criteria (see above).
- Submit student teaching application forms by the assigned deadline: January 15th for fall student teaching and June 15th for winter student teaching.

- Notify Faculty Advisor of intent to submit an on-the-job student teaching application.
- Submit the on-the-job student teaching application and other documents (specified below) to your program area faculty in the Department of Special Education & Communication Sciences and Disorders. The application packet must include the following:
 - 1) A cover letter requesting consideration for this on-the-job student teaching placement.
 - a. Include the number and ages of the students in the identified classroom
 - b. the types of disabilities served, course content, classroom structure, and class schedule.
 - 2) A current vitae or resume
 - 3) A copy of a valid Michigan Teaching Certificate.
 - 4) A letter of recommendation with administrative support.

A student whose application is not approved for an On-the-Job student teaching will be placed by student teaching office (student teaching placement).

APPROVAL PROCEDURE

The special education department will review the application and documents. Credentials, experience, and placement characteristics such as classroom composition, geographic location, and supervision availability are all factors in the decision outcome. The Student Teaching Committee will notify the applicant of its decision. Approved applications will be forwarded to the College of Education Student Teaching Office program for the assignment of a university supervisor. COE Student Teaching Office will inform the students if their On-the-Job application is not approved and arrange the placement for their student teaching, similar to general student teaching applicants.

EASTERN MICHIGAN UNIVERSITY
ON-THE-JOB STUDENT TEACHING APPLICATION

Date of Application: _____ EID # _____

I AM APPLYING FOR AN ON-THE-JOB STUDENT TEACHING FOR:

SEMESTER _____ YEAR: _____

NAME: _____

Home Address: _____ City & State: _____ Zip: _____

Cell phone #: _____ Email: _____

Current Employment: _____

Business Address: _____

Faculty Advisor: _____

The valid teaching certificate I currently have is: _____ Level: _____
 _____ State of Michigan Standard Teaching Certificate _____ Elementary
 _____ State of Michigan Professional Teaching Certificate _____ Secondary
 _____ State of Michigan Advanced Professional Teaching Certificate

Currently held Special Education endorsement(s), if applicable: _____

Endorsement being sought: _____ ASD _____ CI _____ EI _____ LD

_____ I have completed an endorsement program and master's degree requirement
 _____ I have completed all classes required for my endorsement except Student Teaching
 _____ I currently work with special education students in the area of my endorsement.
 Job Setting

Your area: _____ Grade & Level: _____

Responsible School or Agency: _____

of Hours per week _____ # of Weeks: _____ Total hours: _____

Supervisor: _____

Please list in the spaces below all of the areas of teaching experience you have had.

School or Institution	Categorical Area of Teaching	Subject of Teaching	# Years Experience	Dates of Employment	Were you under contract?

Department of Special Education & Communication Sciences and Disorders

Comments: _____

If you have not completed all coursework, list courses that will be completed prior to on-the-job student teaching:

Additional information or comments:

Please return this application form with the additional documents as outlined in the application procedures.