

**STUDENT TEACHING APPLICATION**  
**FOR FALL SEMESTER 2010**  
**UNIVERSITY OF WISCONSIN – RIVER FALLS**  
**COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES**

Application for student teaching is a four-step process.

**1. STEP ONE** – **To be submitted to the Field Experience Office no later than 4:30 PM on Friday, November 13, 2009.**

Complete the forms on-line, print them out, and submit them to the Field Experience Office (WEB 203) prior to the appropriate deadline. Also, be sure to make a copy of the completed forms and the directions for your personal information. **Handwritten forms will not be accepted.**

**All Students:**

Turn in

- 1 completed copy of the Application (2 copies if student teaching two semesters)
- 1 signed and dated copy of the Placement Policies Form
- 2 completed copies of the Personal Data Form – sign and date
- 2 copies of your professional autobiography
- 1 clear picture of you, by yourself, with your name clearly printed on the back. The picture helps office personnel identify students. It is never shared with anyone outside the Field Experience Office.

Your Personal Data Form and autobiography will be shared with potential cooperating teachers and with your University Supervisor. Tell a little about yourself, why you want to teach, and your professional plans for the future. Check for sentence structure, punctuation, spelling, etc. The length of your autobiography should be about TWO TYPED, DOUBLE-SPACED PAGES.

**Secondary & K-12 student teachers ONLY:**

- Submit a copy of your DAR or Initial Graduate Plan.
- Highlight items that need to be completed in the Major & Professional Ed requirements.
- Highlight any grade of C- or below in the Major and Professional Education requirements.
- Write on the DAR/Graduate Plan when these courses will be completed/retaken.
- If there is a mistake on the DAR or Graduate Plan, you must meet with your Advisor to make sure the item is corrected before any placement will be attempted.

**2. STEP TWO**

Take the appropriate PRAXIS II test(s). You must earn a passing score in EVERY area in which you are eligible for licensure. Most licensable minors require a PRAXIS II test. e.g. If you are a Physics Education major and a Math Education minor you must take both the math test and the science test. If you have ANY questions about your specific PRAXIS II requirements, contact Michael Martin at 425-3740. Have ETS send the test scores directly to UWRF. (The code for UWRF is R1918.) **Attempts to place you will begin after passing scores on each of the applicable tests have been officially reported to the Field Experience Office. **Take the appropriate PRAXIS II test(s) NO LATER THAN February, 2010.****

Computer-based tests are NOT available.

### **3. STEP THREE**

**The following should be done as soon as possible during the semester prior to student teaching.**

**Graduate Secondary Education majors:** Request your content area Chair to send a letter or e-mail to the Field Experience Office outlining your progress toward meeting certification requirements in the content area.

### **4. STEP FOUR**

**Have a TB test between June 14 and Aug 14, 2010. Submit results to the Student Teaching Office by August 16, 2010. DO NOT have the test early because it must be done within a specific time period.**

**PLEASE NOTE: The Field Experience Office will not attempt to make your placement until you have submitted an application and the materials listed in steps 1-3 above. The longer you wait to complete step three, the less likely you will be placed.**

**You may not begin your placement until STEP FOUR has been completed.**

### **ELIGIBILITY**

You must meet **all** of the following requirements prior to your student teaching/internship semester.

**These requirements may be “in progress” during the application process but must be completed and on file in the Field Experience Office prior to your Orientation Seminar.** (See next page.)

1. Successful completion of all techniques courses and required professional education courses.
2. **Undergraduates:** Combined GPA of 2.75 or higher. GPA of at least 2.75 in **BOTH** the teaching major(s) and in professional education. Minimum 2.75 in any minor leading to licensure.  
**Graduate students:** GPA of at least 3.0 in professional education coursework and the content area courses taken at UWRF.
3. Successful completion of at least 100 hours of field experiences.
4. Satisfactory completion of the human relations requirement: (a) complete the field experience as part of TED 252, **or** (B) complete the field experience as a part of TED 740 and 745.
5. If you wish to student teach in Minnesota, you **may** need a Minnesota Criminal Background check. Requirements differ by district.

As of Fall Semester, 2001, the following minimum grades are required for all secondary education majors:

- C or better in all professional education and major(s) content area courses
- B- or better in all techniques and/or elementary block courses. (Includes Art 250, 251, and 253; and Mus 351 and 352)

## STUDENT TEACHING/INTERNING

Every effort will be made to place all students who apply on time and meet the qualifications. However, we cannot guarantee that every student will be able to student teach during the semester requested.

Student Teaching/Interning is a **full-time experience** in your certification area(s). Wisconsin state law requires that student teaching/interning be a **full day, full semester experience following the calendar of the cooperating school**. You will work closely with a certified teacher and university supervisor to plan a wide range of learning experiences for students in the assigned classroom(s).

## NOTIFICATION OF PLACEMENTS

You will receive notification of your placement in the mail. Therefore it is extremely important that you keep the Field Experience Office updated with changes in name, address, etc. Placement information will be mailed approximately May 1<sup>st</sup> for fall student teachers. **Please do not call the office or stop by to ask about your placement prior to this time** as this only slows down the placement process for everyone.

## ORIENTATION SEMINAR – BEGINNING YOUR PLACEMENT

Fall 2009 student teachers will begin their semester with an Orientation Seminar. **The seminar for K-12 and Secondary Education majors will be held Thursday, August 19, 2010 in WEB 116-117, from 1 to 4 PM. Elementary Education and Communicative Disorders majors will have a seminar Friday, August 20, 2010 in WEB 116-117 from 1 to 4 PM.** Your placement will begin within a few days of the seminar.

**NOTE: Seminar attendance is required. Your student teaching placement may be terminated if you do not attend the orientation seminar.**

You may have to wait a semester to student teach:

- if the materials requested in steps 2 OR 3 are submitted late;
- if you decide to turn down a placement that was made in (or very near) one of the areas you listed on the application;
- if a placement is cancelled because of your failure to contact the cooperating teacher or to follow through on something the teacher has asked you to do.

Student Teaching is a class and you must register. Please register for a total of 12 credits (ECE student teachers register for 10 credits) in section 1 of the appropriate course. The Student Teaching Office will make any necessary corrections after you register.

**YOU ARE RESPONSIBLE FOR KNOWING THE INFORMATION IN THIS PACKET. KEEP A COPY OF THESE DIRECTIONS AND OF YOUR COMPLETED FORMS FOR FUTURE REFERENCE.**

**This application will no longer be accessible after Friday, November 13, 2009.**

# **ITEMS TO BE SUBMITTED FOR STUDENT TEACHING**

Keep for your records.

## **To be submitted to the Student Teaching Office by Friday, November 13, 2009.**

- \_\_\_\_\_ 1 completed copy of the Application (2 copies if student teaching two semesters)
- \_\_\_\_\_ 1 signed and dated copy of the Placement Policies Form
- \_\_\_\_\_ 2 completed copies of the Personal Data Form – sign and date
- \_\_\_\_\_ 2 copies of your professional autobiography
- \_\_\_\_\_ 1 clear picture of you (just you) with your name clearly printed on the back

## **Secondary and K-12 Student Teachers**

- \_\_\_\_\_ Submit a copy of Dar or Initial Graduate Plan

## **To be completed no later than February, 2010.**

- \_\_\_\_\_ Earn a passing PRAXIS II score in EVERY area in which you are eligible for licensure.  
(Remember the code for UWRF is R1918. If you use the incorrect code, the score will not reach us.)

## **To be completed as soon as possible during the semester prior to student teaching.**

- \_\_\_\_\_ **Graduate students:** Be admitted to Teacher Education.
- \_\_\_\_\_ **Graduate Secondary Education majors:** Request your content area Chair to send a letter or e-mail to the Field Experience Office outlining your progress toward meeting certification requirements in the content area.

**THE FIELD EXPERIENCE OFFICE WILL NOT ATTEMPT TO MAKE YOUR PLACEMENT UNTIL YOU HAVE SUBMITTED AN APPLICATION AND THE ABOVE ITEMS. THE LONGER YOU WAIT TO SUBMIT THE REQUIRED ITEMS, THE LESS LIKELY YOU WILL BE PLACED.**

## **To be completed between June 15 and August 15, 2010.**

- \_\_\_\_\_ **All student teachers:** Have a TB test and submit results to the Student Teaching Office.

## **Required Seminar: August, 2010**

- \_\_\_\_\_ Sec Ed and K-12 majors: Thursday, August 19, 2010 in WEB 116-117 from 1 to 4 PM
- \_\_\_\_\_ El Ed & com Dis majors: Friday, August 20, 2010 in WEB 116-117 from 1 to 4 PM

**Your student teaching placement will be terminated if you do not attend the orientation seminar.**

**University of Wisconsin-River Falls  
College of Education & Professional Studies**

**FALL SEMESTER 2010**  
STUDENT TEACHING APPLICATION  
FIELD EXPERIENCES OFFICE

Kindergarten and Pre-school Placements  
Dual Program with Eau Claire

Middle School Placement\*

Elementary Placement: Gr. 1 - 2 - 3 - 4 - 5 - 6  
(Circle preferred grades)

Secondary School Placement\*

\* Many states require both - WI lets you choose either or both

PK-6 majors – indicate which placement (EL ED or PK-K) you wish to do first

K-12 Placement (Option/Content)

Communicative Disorders

Graduate Student

H & HP \_\_\_\_\_

Art

BS

Mod Lang \_\_\_\_\_

TESOL

MS (Non-certifiable)

Applied to COST

Music \_\_\_\_\_

MSE

Program

Last Name

First

MI

Student ID#

Present Address - No. & Street

City

State

Zip

Phone Number

Permanent Address - No. & Street

City

State

Zip

Phone Number

UWRF e-mail address. We do not use other addresses.

Date of Birth

Name of Major(s) you want to student teach.

Name of Minor(s) you want to student teach.

Overall GPA

Previous Degree Received

College

Year

Major(s)

Graduate of what high school? School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Preferred Placement: Areas \_\_\_\_\_, \_\_\_\_\_, or \_\_\_\_\_ (**Numbers only** - see map on bulletin board, 1st floor WEB or check the COEPS website.) Select 3 areas. Selecting fewer than 3 may delay your student teaching a semester or longer.

**(NOTE: We cannot guarantee a placement in any particular area.)**

Please avoid \_\_\_\_\_

You may list one or two teachers, schools, or districts located within your preferred areas.

I will **NOT** accept a placement in a private school.

I will accept a placement in a private school. (You may write in a specific type of school or denomination.)

If your name will change prior to or during student teaching, please list the new name and date of change so we can maintain up-to-date records.

**UNIVERSITY OF WISCONSIN – RIVER FALLS**  
**COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES**  
**Office of Field Experiences**

**STUDENT TEACHING/INTERN PLACEMENT POLICIES**

Please read the following statements and sign below.

1. The Field Experience Office makes **ALL** placements. Students, their families, and friends are not permitted to discuss potential placements with school personnel without permission from the Field Experience Office.
2. Student teachers/interns will not be placed in a district where they have attended. (Exception – Students may be placed in the district if it has **at least two high schools**, but not in the schools they attended.)
3. Student teachers/interns will not be placed in districts where their children or other relatives are students or where their spouse or a relative is employed. (Exceptions as outlined in #2 above.) Submit a list of relatives and their school location if they are in your areas of choice.
4. Personal friends may not serve as cooperating teachers.
5. Student teaching/intern placements are made after all requirements for placement have been met, and on the condition that the Field Experience Office will have official evidence of each of the following, **PRIOR** to your Orientation Seminar. **Your placement(s) will be cancelled if any of the following are not in compliance by the date specified in the directions. (Keep a copy of the directions for your information.)**
  - Successful completion of all techniques courses (**with a grade of B- or better**), required professional education courses, and at least 100 hours of field experiences
  - Required GPAs attained (Undergraduates - Combined GPA 2.75 or higher. Minimum GPA of 2.75 in the teaching major(s), in any minor that could lead to licensure, and in professional education. Graduates - GPA 3.0 or higher in professional education and content area courses taken at UWRF.)
  - Satisfactory completion of the human relations requirement
  - A Minnesota Criminal Background Check, if required by the placement.
6. A student may have to wait a semester to student teach:
  - if any required materials are submitted late.
  - if she/he turns down a placement made in or near one of the areas requested on the application.
  - if a placement is cancelled due to the student's failure to contact the cooperating teacher or to follow through on an appropriate request from the cooperating teacher.
  - if he/she fails to attend the orientation seminar.
7. Student teaching/intern placements will be changed only at the convenience of the school district or University, or because of a violation of one or more of the above policies.
8. It is the student's responsibility to notify the Field Experience Office, **in advance**, if she/he decides to postpone student teaching.

I have read the above statements and agree to abide by them. I understand that it is my responsibility to notify the Field Experience Office (425-3976) if a placement violates any of the above policies. Failure to do so will result in the termination of student teaching for the semester.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



