# Instructions for Applying to Student Teach: A 7-Step Process

**Spring 2017**

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**It's strongly encouraged that to take your Praxis II Content and PLT Tests no later than June 17, 2016**

**Application Deadline to the Field Placement Office: Friday, September 9th, 2016**

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## ALL APPLICANTS: Important Application Process Dates -- Timeline: August 15th – September 9th

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<th>Between August 15th – September 9th:</th>
<th>Meet with EHD Advisor (Eric or Patrick)</th>
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<td>By September 9th (or sooner):</td>
<td>Meet with Program Advisor (after you’ve met with EHD Advisor)</td>
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<td>By September 9th (or sooner):</td>
<td>Submit completed application materials to Field Placement Office Suite 102</td>
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<td>Between September 6th – 30th:</td>
<td>Meet with Director of Field Placement Suite 102 (Early Birds Sept. 6-9th; others 12th-30th)</td>
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**Fingerprinting will take place October 4, 5, 6th **

**Arts & Sciences Majors must have an A&S Content Major Requirements Form completed before September 5th**

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**Global Student Teaching Applications MUST begin 2 semesters prior to student teaching. Directions are online**

[http://education.und.edu/field-placement/student-teaching.cfm](http://education.und.edu/field-placement/student-teaching.cfm)

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<th>Directions</th>
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<td><strong>Step 1</strong></td>
<td><em>You will have to self-enroll in the Blackboard course using these simple instructions: Watch this short video for the instructions: <a href="http://screencast.com/t/HZPXUZA4aZgA">http://screencast.com/t/HZPXUZA4aZgA</a></em> You must pass each quiz by a minimum of 80% in order to meet with the Director of Field Placement in Step 7 below to secure your student teaching placement.</td>
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<td><strong>Step 2</strong></td>
<td>Print off an unofficial copy of your current transcript from Campus Connection; bring this with you to your appointment in Step 4 below.</td>
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| **Step 3** | *Autobiographies MUST be free from grammatical and mechanical errors. Meet with the Writing Center to review your autobiography PRIOR to meeting with your academic advisor in Step 5.*  
For the appointment with the EHD Advisor (Suite 102), bring:  
- your updated Program Requirements sheet from your major to be reviewed  
- unofficial transcript  
- student teaching application  
- completed Arts & Sciences Major Requirements form (this is required ONLY if applies to you)  
**Arts & Sciences Majors:** Request from Arts & Sciences a completed Content Major Requirements form to confirm that all your content requirements are complete. This form is available online at [http://education.und.edu/field-placement/student-teaching.cfm](http://education.und.edu/field-placement/student-teaching.cfm) |
| **Step 4** | Schedule an appointment to meet with an Education (EHD) Advisor in Suite 102; meet with him to calculate your cumulative and major GPAs, to check your graduation status, record Praxis II scores, and review readiness to student teach:  
- Eric Tweton 777-4097  
- Patrick Bugliosi 777-3183  
Make sure to have ALL necessary documents with you for this appointment (see Steps 1, 2, 3 above; and Step 4 Out-of-Area information)  
**NOTES:**  
- Out-of-Area Requests must be filled out prior to Step 5 appointment;  
- DO NOT attempt to contact any of the schools or district personnel; |

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**Out of Area Requests:** If you wish to student teach out of the area, **THOROUGHLY** fill out the additional Request Form found at [http://education.und.edu/field-placement/student-teaching.cfm](http://education.und.edu/field-placement/student-teaching.cfm)

PRINT copy of 3 school homepages with principal names, phone, emails, district names, phone and emails

- Summer ECE Out-of-Area placements are limited and up to the discretion of UND faculty and the Director; there are no guarantees of summer placement
- Step 4 must be completed before meeting with T&L Advisor in Step 5

### Step 5

| a) | Submit your **reviewed** autobiography to your advisor 2-3 days before your scheduled meeting in order to receive feedback during your meeting. |
| b) | Schedule an appointment to meet with your Program Advisor.  
  - Get feedback on your autobiography and make those changes prior to Step 7;  
  - review your Application to Student Teach and have it signed;  
  - review Out-of-Area Request (if applicable) and have it signed. |

### Step 6

Schedule a conference with Dr. Meghan Salyers, Director of Field Placement.

- Submit ALL paperwork* to the Office of Field Placement & Student Teaching, suite 102, **as soon as** your materials are complete; conference times are limited to certain hours and weeks, so be sure to get it scheduled in time. (*See Notes column to the right>>>>)

- The secretary will ensure you have self-enrolled in the Blackboard course for the Student Teaching Handbook, and that you have passed each quiz by a minimum of 80% before scheduling your conference**

- *ALL paperwork includes (check off each one®):  
  - Student Teaching Application  
  - Out-of-Area Request (if applicable)  
  - Autobiography with all revisions completed  
  - Unofficial transcript  
  - Praxis II score reports (see note below grid)  
  - VITAL hour log completed (if at all possible)  
  - Arts & Sciences Requirements form (if applicable)

**Those who have not passed the Student Teaching Handbook quizzes will not be allowed to schedule a conference with the Director to secure a placement until the quizzes are passed. Student Teaching Conferences are only done during certain hours and weeks of the semester (hours depend on your major); therefore, it is crucial that you have this completed as early as possible!**

### Step 7

Student Teaching Conference with the Director of Field Placement & Student Teaching. At this conference you will:

- Listen to an audio PowerPoint on the legal forms that will be discussed and signed in the conference; Sign legal forms after questions are answered;
- Meet with the Director to discuss your dreams, hopes, and concerns about student teaching placements;
- Have your file reviewed for final approval;
- Sign up for a fingerprinting* session {March 8-9-10}

At the end of this conference, you will receive either a “Pending” or “Approved” status sheet for student teaching.

- “Pending” sheet is given to those who do not have all their tasks completed (i.e., VITAL has 2-3 hours remaining, or Praxis II is half done and will be completed within a couple weeks, etc.).
- “Approved” sheet is given to those who have completed all tasks and have all documents in.

*Beginning July 1, 2008, all candidates must have completed a criminal background investigation including BCI and FBI fingerprint check) before student teaching. You will need to complete specifically addressed fingerprinting cards, so DO NOT schedule an independent fingerprinting session.

**See Notes on Next Page**
Fees Associated with Student Teaching:

1. **Student Teaching Fee:** $70 per credit of student teaching with a cap of 13 credits (example: if you are required to take 16 credits of student teaching, you will only pay $70 per credit for 13 of those). This fee pays for your supervisor and cooperating teacher during student teaching.

2. **Out-of-Area Supervision Fee:** could be any amount over the standard supervision fee of $400. Supervisors in different cities/states can negotiate for supervision; the Director negotiates with the supervisor to keep the cost minimized as much as possible. Any additional amount over $325 is paid directly by check from the student to the Office of Field Placement, and we will in turn pay that out to the supervisor at the end of the student teaching experience.

**Praxis II:** Candidates MUST TAKE the Praxis II prior to student teaching. Candidates who wish to student teach out of the area MUST PASS the Praxis II prior to student teaching. *Passing the Praxis II is required for teacher licensure (Refer to www.ets.org for Praxis II cut-off test scores).*

For further information, contact the Office of Field Placement & Student Teaching at 701-777-4128.