Procedures for Applying to Student Teach Out-of-Area*

*Out-of-Area is considered any area outside of a 60-mile radius of Grand Forks/East Grand Forks

Process:

1. Complete the 7-Step Process for Applying to Student Teach (see 7-Step Application Process on [http://education.und.edu/field-placement/student-teaching.cfm](http://education.und.edu/field-placement/student-teaching.cfm))
   a. Fill out the Application to Student Teach Out-of-Area IN FULL prior to meeting with your Faculty Advisor in Step 5 of the 7-Step Process (this form is also found on the same webpage above)
      i. **make sure** to complete YOUR JUSTIFICATION for going out of the area
      ii. **make sure** your justification is CAREER-ORIENTED – not “I hope to live with my parents to save up money to move to another state to teach.”
   b. BRING WITH YOU the completed Application to Student Teach Out-of-Area to your Faculty Advisor appointment for his/her signature

2. ATTACH to your Application to Student Teach Out-of-Area the following documents:
   a. Webpages of THREE schools/districts
   b. Contact person(s) at each school/district (i.e., principal, HR director) – LABEL each contact with their title
   c. Contact email AND phone numbers

3. Turn in ALL materials to the Office of Field Placement in Suite 102 when you are scheduling your Student Teaching Conference with Dr. Meghan Salyers

BE ADVISED:

- To go out-of-area, you MUST meet all the criteria, including
  o Cumulative GPA of 3.0 or above
  o Major GPA of 3.0 or above
  o PASSED BOTH Praxis II Exams by ST Conference time with Meghan
  o Earned NO MORE THAN FOUR-2s (and NO 1s) on your Level 2 and 3 Dispositions throughout your program
  o Faculty recommendation

- Student teaching out-of-area requires you to be VERY independent and problem-solve without a lot of support.
  o Supervisors hired may be limited on time, have to drive a far distance, and/or can only be there up to 4 times/semester

- **Out of Area Student Teaching Additional Charge:** UND pays a flat rate of $400 to Student Teaching Supervisors in the local area. However, supervisor costs may be more expensive out of area. You will be billed by the university for any supervision cost exceeding $400. For example, if a Minneapolis supervisor fee is $500, the candidate pays the additional $100 ($400 + $100 = $500).

- You MUST take T&L 488 Senior Seminar the semester BEFORE you student teach out-of-area

**Office of Field Placement & Student Teaching**
**Suite 102, Education Building**

Out-of-Area Application Procedures Revised April 2016