

STUDENT TEACHING APPLICANTS—FOR Fall 2016 PLACEMENT

The deadline for submission of all components of the student teaching application is
2/19/2016 by 4:30pm.

For instructions on accessing the application:

- Go to <http://academics.keene.edu/tk20>.
- Click on the “Tutorials” tab
- Click on “Student Teaching Application” PDF for complete instructions.

When completing your application, please remember to: Read the Criminal Records check information and check the “I agree” box.

- Read the Student Teaching Handbook (link attached to the application) and check the “I agree” box.
- Upload your resume on Tk20
- Upload your professional essay on Tk20
- SUBMIT the application. The application is not submitted and cannot be reviewed for student teaching eligibility until you press “Submit.”
- **After completing the application, submit to the Educator Preparation Office:**
 - 3 copies of your resume
 - 3 copies of your professional essay
 - Your up-to-date MY KSC Program Evaluation forms for both your Liberal Arts/Content major and your Education major (Music and PE submit only ONE program evaluation). Your appropriate Program Evaluation needs to be signed by the appropriate advisor.
- **Post-Bac students:** Pick up your program planning sheet from the Graduate Studies Office and submit that instead of the program evaluation sheets.
- Photocopies of any academic waivers of requirement, course substitution forms, etc. that are on file with the Registrar, if they do not appear on your program evaluation.

DO NOT STAPLE THESE MATERIALS TOGETHER.

Incomplete packets will not be accepted.

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