STUDENT TEACHING APPLICANTS—FOR Spring 2014 PLACEMENT

Student teaching applications may be completed in Tk20, beginning August 27, 2013. **The deadline for submission of all components is 9/27/2013.**

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 (link attached to the application) 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 personal/professional statement 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/personal statement
- Your up-to-date MY KSC Program Evaluation forms for both your Liberal Arts 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.

DO NOT STAPLE THESE MATERIALS TOGETHER.

Incomplete packets will not be accepted. The deadline for submission of all components is 9/27/13.