



Student Teaching: Application Submission and Field Placement Process

Complete and submit your application for Fall 2012 Student Teaching by 2/20/12.

Resources for Completing your Application

BELOW ARE SOME TUTORIALS TO HELP YOU MOVE THROUGH THE APPLICATION PROCESS

- **To log-in to Tk20:**
Go to the <http://academics.keene.edu/tk20> home page; click on the 'tutorials' tab and the "How to log-in to Tk20" pdf for log-in instructions, if you have forgotten how to log-in.
When completing the application process, use your current username and password to sign into your Tk20 account.
- **To access an application:** Go to the <http://academics.keene.edu/tk20/> home page; click on the 'tutorials' tab and the "student teaching application" pdf for step-by-step instructions on completing the student teaching application.
- **For questions regarding the application process:** Contact the Teacher Education Office. Jessica Bigaj, Interim Placement Coordinator: 358-2848 or Kate O'Connor, Office Manager: 358-2334 can assist you.

Application Process

The student teaching application process involves numerous steps:

- **Review** the information on the "Student Teaching: Application Submission and Field Placement Process" sheet.
- **Complete** the Student Teaching Application in Tk20. Step-by-step instructions for completing applications in Tk20 can be found at <http://academics.keene.edu/tk20> on the "Tutorials" tab.
- **Submit** the following documents to the Teacher Education Office (Rhodes Hall S111): **This is in addition to submitting the Personal/Professional Essay and Professional Resume in Tk20 as part of the Tk20 application process.**

- 3 hard copies of your Personal/Professional Essay,
- 3 hard copies of your Professional Resume, and
- hard copies of your up-to-date **MyKSC Program Evaluation from MyKSC** for each of your majors. Two

program evaluations should be submitted—one for your Education major and one for your Liberal Arts major (Music Education and Physical Education submit 1 program evaluation.) The program evaluations should be reviewed and signed by your advisors.

- hard copies of Academic Waivers of Requirement, and/or Course Substitution forms that pertain to courses listed on your MyKSC Program Evaluation

You must submit your Student Teaching Application in Tk20 AND your hard copy documents to the Teacher Education Office by 2/20/12 to progress through the placement process for student teaching.

Please see additional information at the end of this information sheet for guidelines on the personal/professional essay, professional resume, and MyKSC program evaluation.

Academic Eligibility Process

The initial screening for eligibility is completed by the Teacher Education Office.

Your eligibility will be jeopardized if the following items are not on file:

- An up-to-date Declaration of Major(s)
- Transfer Equivalency Reports, Academic Waivers of Requirement, and/or Course Substitution forms that pertain to courses listed on your MyKSC Program Evaluation.

The Teacher Education office will communicate via your KSC mailcruiser account with any questions about your submitted application and materials. Students may check the status of their application by using their Tk20 account and reviewing the checklist associated with their application.

Decision Point #4 (Eligibility for Student Teaching) eligibility criteria:

EC/ELED/SPED (completed prior to EDUC 400, EDUC 405, or EDSP 405)	Secondary (completed prior to EDUC 400)	K-12 (completed prior to PE 475/PE 476 or MU 475/MU 476)
<ul style="list-style-type: none"> • Minimum cumulative GPA of 2.50 • Minimum GPA of 2.50 in declared Liberal Arts major • Minimum GPA of 2.50 in Program Option courses • C or better in all Program Option courses • No "U" on Dispositions Assessment completed by the Methods II, 2nd Practicum, or 3rd Practicum instructor at the end of the course. 	<ul style="list-style-type: none"> • Minimum cumulative GPA of 2.50 • Minimum GPA of 2.50 in declared Liberal Arts major • Minimum GPA of 2.50 in EDUC and EDSP courses • C or better in all EDUC and EDSP courses • No "U" on Dispositions Assessment completed by the Methods II or 2nd Practicum instructor at the end of the course. 	<ul style="list-style-type: none"> • Minimum cumulative GPA of 2.50 • Minimum GPA of 2.50 in declared major • C or better in all declared major courses • No "U" on Dispositions Assessment completed by the Methods II or 2nd Practicum instructor at the end of the course.

- **Certification Program coursework:** All coursework related to your certification program should be completed prior to Student Teaching, except for the Student Teaching Seminar Course, if required.
- **Professional experiences:** You must successfully complete your Methods/ Practicum experiences in order to begin student teaching, so you must be enrolled or have completed them at the time of applying for Student Teaching. If you meet all other initial eligibility requirements, you will be issued a Student Teaching Placement, but **final confirmation will hinge on the successful completion of your Methods/Practicum experiences.**

Placement Process

The following steps outline the placement process for student teaching:

- Once you are deemed eligible for student teaching, your Personal/Professional Essay and Professional Resume will be sent to a school for review.
- The Teacher Education Office will email you with initial placement information. This email will also include information on next steps: setting up an interview at your cooperating site to secure the placement; completion and submission of student teaching agreement forms; completion of the criminal record check process. ***Failure to adhere to the deadlines outlined in this email will jeopardize your placement.***
- Complete the interview(s). At that time, you will sign the Student Teaching Agreement Form (s), as will the cooperating teacher(s), the principal, and your supervisor. Secure information about preparation for student teaching. The Teacher Education Office will communicate a specific deadline by which this should be completed in the initial placement email.
- Complete the criminal records check process: As part of the Student Teaching application process, students must complete the criminal records check process **prior to student teaching**, as all public school districts require clearance before you may begin student teaching.
 - If you have more than one placement site, you may be required to complete this process more than once.
 - A mid-semester email from the Teacher Education office will inform you about the required paperwork for the criminal record check, notarization of the paperwork, and how to make an appointment for fingerprinting.

You may not begin student teaching until each of these steps is completed.

Communication regarding Field Placements

The Placement Coordinator, a member of the Teacher Education Office, oversees all student teaching field placements and is responsible for making formal arrangements with participating schools and teachers.

** Students may not set up their own placements, and assignments are not permitted in schools previously attended by the student teacher or where relatives are students or employees.*

The Teacher Education Office communications are primarily done via your KSC mailcruiser email. Some materials are sent through the mail so you must be sure the college has your current contact information. In order to make changes to your address or other contact information, you must complete a Change of Address Form at the Registrar's Office.

Prior to placement, you can anticipate communicating **with the Teacher Education Office** at KSC regarding:

- Your application materials
- Your eligibility for student teaching
- deadlines for interviewing at field placement sites
- deadlines for submitting placement agreement forms
- deadlines for completing the criminal records check process

Prior to placement, you can anticipate communicating **with your assigned field placement site and/or site district office** regarding:

- setting up an interview
- signing placement agreement forms
- confirming start date for student teaching
- criminal records check process and completion

Guidelines for the Preparation of Student Teaching Documentation

Personal/Professional Essay

This essay is the first impression your cooperating teacher will have of you. It is reviewed by the cooperating teacher, the site supervisor (if applicable), and often the principal for content and writing ability. Limit your essay to a maximum of two pages. Make sure the essay you submit is your final copy. Use the following guidelines to assist in writing this essay:

- Briefly tell your cooperating teacher about yourself. Describe who you are and how you will be able to contribute to the classroom experience in your field placement.
- Reflect on what you know, based on coursework and personal experience, about children/youth and how they learn. Give specific examples of experiences you have had working with children/youth.
- Identify goals that you have for this experience and how each goal will help you continue to grow as a teacher in one or more of the four Danielson domains (Planning and Preparation, Classroom Environment, Instruction, Professional Responsibilities) described in Enhancing Professional Practice (Danielson, 2007). Discuss how you hope your cooperating teacher will help you meet these goals.
- Thank your cooperating teacher for allowing you to work with him/her and the students.

Professional Resume:

Prepare a single-sided and single page professional resume following one of the traditional formats. For help with writing a resume, go to http://www.keene.edu/aca/resume_guide.cfm

Program Evaluation from MyKSC

The Teacher Education Office will use this information to verify your coursework and grades to determine if you meet the academic eligibility standards for Decision Point 4.

Print both your up-to-date MyKSC Program Evaluation for your Education major and your Liberal Arts from MyKSC. Review it with your advisor(s), and then have the appropriate advisor(s) sign the appropriate Program Evaluation. Your program evaluation must include both your Education major (Early Childhood Development, Elementary Education, Secondary Education, Elementary and Special Education) and your Liberal Arts major. Only one program evaluation is necessary for Music Education and Physical Education majors.

When submitting materials for the initial screening for eligibility, you must also submit copies of any Academic Waivers of Requirement, and/or Course Substitution forms that pertain to courses listed on your MyKSC Program Evaluation.