**Student Teaching: Application Submission and Field Placement Process**

Complete and submit your application for Spring 2023 Student Teaching by 09/30/2022, 4:30pm.

**Resources for Completing your Application**

**BELOW ARE SOME TIPS TO HELP YOU MOVE THROUGH THE APPLICATION PROCESS ON Tk20.**

- **To log-in to Tk20:**
  When completing the application process, use your netid and password to sign into your Tk20 account.

- **To access an application:** Go to the [https://keene.tk20.com](https://keene.tk20.com) home page; click on “Applications” on the left hand side of the screen; click ‘create new application’; use the drop-down menu to select “Student Teaching Application 2022-2023” to answer the question “Choose the application type that you would like to create and submit.”

- **For questions regarding the application process:** Contact the Educator Preparation Office. Kate O’Connor: 358-2334 or Emily McGuiness: 358-2753 can assist you.

**Application Process**

The student teaching application process involves numerous steps:

- **Review** the information on this Student Teaching: Application Submission and Field Placement Process sheet.
- **Complete** the Student Teaching Application in Tk20 which will include the Professional Essay and Professional Resume
- **Submit** the Academic Program Advising form with advisor signatures included on the last page of this packet.

The advising form will document the completion of your academic advising appointments required for your student teaching application. At the bottom of this form you will provide information relevant to gaps in your program progress, course substitutions that do not currently appear in your Student Planning or explanations of missing requirements that were discovered during your appointment. Be sure to have your advisor(s) sign it.

**Elementary Education students:**
Passing exam scores for Praxis II and Foundations of Reading scores must be received by 10/01/2022 to continue in the student teaching application process.

**Remember:** If courses are appearing as unfulfilled on your Student Planning program evaluation, provide information at the end of the Google form on Academic Waivers of Requirement, and/or Course Substitution forms that pertain. The originals of these forms must be submitted to the Registrar’s Office.

You must submit your Student Teaching Application in Tk20 AND hard copy advising form with advisor signatures to the Educator Preparation Office by 9/30/22, 4:30pm to progress through the placement process for student teaching.

*Please see additional information at the end of this information sheet for guidelines on the letter of introduction, professional resume, and Student Planning program evaluation.*
**Academic Eligibility Process**

The initial screening for eligibility is completed by the Educator Preparation Office.

Your progression towards graduation will be jeopardized if the following items are not on file with the Registrar’s Office:

- 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 Student Planning program evaluation that are appearing as unfulfilled.

The Educator Preparation office will communicate via your KSC email account with any questions about your submitted application and materials.

**Decision Point #3**
**Eligibility Check for Student Teaching**

**EARLY CHILDHOOD SPECIALIZATION 2, ELEMENTARY EDUCATION, SECONDARY EDUCATION, K-12**

- Minimum cumulative GPA of 2.75
- Minimum GPA of 2.50 for: Education Major and Option (Elementary Education, Secondary Education); Major and Option for K-12 programs (Music Education, Physical Education)
- Minimum GPA of 2.50 in declared Liberal Arts/Content Major (Elementary Education, Secondary Education)
- C or better in all courses completed to date for: Education Major and Option (Early Childhood, Elementary Education, Secondary Education); Major and Option for K-12 programs (Music Education, Physical Education.)
- No “1-Does not Meet Standard” can be received on any applicable EPP Final Field Experience Evaluations from Methods II/2nd Practicum, from Methods/Practicum I, completed by instructor
- No “1-Unacceptable” can be received on the Dispositions Assessment form from Methods II /2nd Practicum, completed by instructor
- Evidence of discipline specific content knowledge, as verified by program (see below, implemented Fall 2017)

**EARLY CHILDHOOD SPECIALIZATION 1**

- Minimum cumulative GPA of 2.75
- Minimum GPA of 3.0 in all Program Option courses with no individual course grade lower than a C
- No “1-Does Not Meet Standard” can be received on any applicable EPP Final Field Experience Evaluations from Practicum 2, completed by instructor
- No “1-Unacceptable” can be received on the Disposition Assessment form from Practicum 2 completed by instructor

Evidence of Discipline-Specific Content Knowledge:

- Early Childhood, Specialization 2: Minimum GPA of 3.0 in Program Option and Specialization 2 courses
- Elementary Education: Passing scores on the subject specific tests required by NH for certification (e.g., Praxis II Multi Subjects and Foundations of Reading).

**Certification Program coursework:**

- Early Childhood /Elementary Ed: Students are expected to complete all declared Education major requirements before student teaching.
Secondary: Students are expected to complete all Content major and all Education major requirements before student teaching, unless a major requirement is only offered during the student teaching semester.

K-12 Programs: Students are expected to complete all declared major requirements before student teaching.

- **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 letter of introduction and Professional Resume will be sent to a school for review. **Student teachers are not to seek placements independently.**

- The Educator Preparation 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).

- Agreement forms to secure the placement are managed between the Educator Preparation Office and the school site.

- Complete the criminal records check process: students must complete the criminal records check process prior to student teaching, as all school districts require satisfactory results before you may begin student teaching. The Educator Preparation Office will guide you through that process. A placement may be denied due to unsatisfactory, per the assigned school district, results of a criminal record check. Felony and misdemeanor convictions are reported to NH districts; you will not be placed if you have a felony conviction, and the school district has the right to offer or deny you a placement if you hold a misdemeanor conviction.

- If you have more than one placement site, you may be required to complete this process more than once. The Educator Preparation Office will guide you through that process.

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

### Additional requirements from the Educator Preparation Office

- All students are required to attend an administrative meeting hosted by the Educator Preparation Office and held during semester’s finals week. Topics will include the criminal record check paperwork requirements, college and school site professional expectations, and student teaching goal setting.

- Two weeks prior to your student teaching start date, you will receive instructions to complete a student teaching orientation module which emphasizes dispositional requirements and professional expectations as you transition from college student to student teacher in the professional setting.

- Students must adhere to the student teaching calendar that is established by the Educator Preparation Office and available on the website. **For the Spring 2023 semester ELED, Early Childhood, K-12 programs-Be prepared**
for a start date of one week prior to the KSC semester start. Secondary Education students: Your first seminar will be scheduled by your College instructor. Your first day of student teaching will be the first day of the Keene State College Spring semester.

All programs should please plan accordingly as attendance is required.

- Student teaching candidates are required to follow the school site calendar, including school site vacations versus Keene State College vacations (PLAN ACCORDINGLY!—You may not take KSC’s Breaks!! ). Start and end dates of the student teaching experience are set by program and communicated to students and cooperating sites.

Communication regarding Field Placements

The Educator Preparation Office oversees all student teaching field placements and is responsible for making formal arrangements with participating schools and teachers.

Prior to placement, you can anticipate communicating with the Educator Preparation Office at KSC regarding:
- Your application materials
- Your eligibility for student teaching
- Deadlines for interviewing at field placement sites
- 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
- Gathering placement agreement forms
- Confirming start date for student teaching
- Criminal records check process and completion

Students may not set up their own placements, and assignments are not permitted in schools where there may be a conflict of interest (a school previously attended by the student teacher or where relatives are students or employees).

The Educator Preparation Office communications are primarily done via your KSC 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.

Guidelines for the Preparation of Student Teaching Documentation to be Submitted

Letter of Introduction

This letter of introduction 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. It can be written in essay form. Limit the document to a maximum of two pages. Make sure the document you submit is your final copy. Use the following guidelines to assist in writing this document:

- 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:**

- Resume samples: [https://www.keene.edu/academics/sass/career/resume/](https://www.keene.edu/academics/sass/career/resume/)
- Students can also go to Career Services in FAB Navigate and schedule either a 30 or 60 minute appointment with us
- For a more extensive look at examples, log in to Handshake, click on the Career Center and go to Resources.
- Look for resume clinics: **Weekly Drop-in Resume Review** -Tuesdays from 12:00 pm – 2:00 pm in Career Services (starting week of September 12th)

Prepare a single-sided and single page professional resume following one of the traditional formats. Academic and Career Advising have set up a site with resume and cover letter samples.

**Student Planning and Academic Advising**

Students will submit the Academic Program Advising form with advisor signatures to verify that they have completed advising appointment(s) for all of their academic programs. These appointments should be conducted in person. The Educator Preparation Office will use this submission to verify your coursework and grades to determine if you meet the academic eligibility standards for Decision Point 3.

All fields in the form should be filled out through the advising appointments, including required testing status and testing scheduling plans as applicable to program.

Again, the Academic Program Advising form with advisor signatures is included on the last page of this packet

**Helpful Tips**

**Advising appointments with program evaluations:**

To ensure that pre-service educator preparation candidates have sought academic advising as they progress through their programs and are indeed eligible to apply for student teaching, the Educator Preparation Office is asking for students’ advisor(s) of record to review progress in Student Planning. Students will make an appointment with advisors.

Advisors will:

- Review student’s progress made towards degree completion
- Verify that the student’s majors are declared correctly
- Scan their Liberal Arts/Content major course grades and EDUC/EDSP major course grades
- Ensure students have documentation of course substitutions or Academic Waivers of Requirement, if needed.
- Review standardized testing status (Elementary Education and Early Childhood only).
- Ask if you’re eligible for a graduation audit from the Registrar’s Office

Students will:

- Review their progress in their program(s) BEFORE they meet with the advisor.
- Ask their advisors the following questions:
  - Are my majors declared correctly?
  - Are there any ‘blanks’ on my program evaluation that need to be explained?
• Are there any course substitutions that need to be filled out now to address any ‘blanks’ on my program evaluation?
• Provide information on standardized testing status (Elementary Education and Early Childhood only).
• Ask if they are eligible for a graduation audit from the Registrar’s Office

Interview tips:

Your placement is not guaranteed until you have interviewed and the principal, cooperating teacher and site supervisor (as applicable) have agreed to the placement. To prepare for your interview:

Dress the part—Wear professional attire—clean and tidy clothing that covers, no sneakers, no hoodies. Body piercing (other than earrings) should be removed.

Professional behavior: Be aware of your ‘presence’—posture and body language can send a message—smile and make eye contact. Be early for your interview. No gum. No cell phone.

Prepare—Visit the school’s website to learn more about your school site. Be prepared to identify what is attractive to you about the school and how it connects to what you have studied at KSC. Be knowledgeable about the school’s current initiatives, as you will likely be asked a question related to their initiatives (Common Core, RTI, etc.) Be prepared with 2-3 questions that you may have about the school, the classroom set-up, or clarifying questions about student teaching.

Reflect- Articulate what you have learned in your field experience courses that will be a contribution to the school site/classroom, and what goals you have for your student teaching experience.

Confirm start dates and next steps: Confirm start dates with your cooperating teacher and site supervisor (as applicable). These dates are set by the College and are available online on the Educator Preparation website prior to interviewing.

Below are several links to articles about interviewing for a teaching position. The suggestions in these articles will be beneficial to you in your interview for a student teaching placement. There is also a link to an article on professionalism in the workplace.

This article contains some general information about interviewing for any position: http://jobsearch.about.com/cs/interviews/a/aceinterview.htm

This article is specific to interviewing for a teaching position: http://www.adprima.com/interview.htm

This article addresses professionalism in the workplace. https://toughnickel.com/industries/Professionalism-in-Education-Teacher-Etiquette-Guide
Academic Program Advising for Student Teaching Application
(This form must be submitted to the EPO by Student Teaching Application Deadline 9/30/2022)

Student Name: ____________________________________________________________

Education Program:

☐ Elementary Education
☐ Early Childhood Education
☐ Music Education
☐ Physical Education
☐ Secondary Education

Name of Education Advisor: _____________________________________________

Date of Advising Appointment: ___________________________________________

Does student have a C or better in all education option courses? (Circle answer) Yes No
Does student have a Cum GPA of 2.75 or better? (Circle answer) Yes No
Are there any gaps in student planning in the education major? (Circle answer) Yes No
If yes, provide here any information on plan for substitutions, transfer courses or taking the course.  If there are standing subs for any class please provide details.  **Ensure paperwork has been submitted to registrar.**

For Elementary Education and Early Childhood Education— please provide your current testing status

• For Early Childhood – provide status of CORE testing for those applying for Birth to Gr 3
• For Elementary Education – provide status of Praxis II and Foundation of Reading
Early Childhood, Physical Education and Music Education STOP HERE

Elementary and Secondary Education complete next section

Name of Liberal Arts Advisor: ________________________________

Date of Advising Appointment: ______________________________

Does student meet all minimum grade requirements for the major? (Circle answer) Yes No

If no, please indicate below plans to retake or sub for required classes.

Are there any gaps in student planning in the major? (Circle answer) Yes No

If yes, provide here any information on plan for substitutions, transfer courses or taking the course. If there are standing subs for any class please provide details. Ensure paperwork has been submitted to registrar.

Signature of Liberal Arts Advisor: ________________________________