

Student Teaching: Application Submission and Placement Process

Complete and submit your application for Spring 2026 Student Teaching by 09/30/2025 4:30pm.

Application Process: The student teaching application process involves numerous steps:

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

Below are some tips to help you move through the application process.

- You must have everything ready to complete the application, you cannot save and return to the form or edit your response. Please have your resume and letter completed before you begin the form.
- **To access the application:** <https://forms.office.com/r/h3nNXT7W4S>
- **For questions regarding the application process:** Contact Emily McGuiness, emcguiness@keene.edu

Academic Program Advising Form: The advising form will document the completion of your academic advising appointments required for your student teaching application. On 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. If courses appear unfulfilled on your Student Planning program evaluation, provide information 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. At the end of 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 **10/01/2025** to continue in the student teaching application process.

You must submit the Student Teaching Application in Forms AND hard copy advising form with advisor signatures to the EPO by 09/30/2025 4:30pm to progress through the placement process for student teaching.

Academic Eligibility Process

Initial screening for eligibility is completed by the Educator Preparation Office (EPO) based on Decision Point criteria. The EPO will communicate via your KSC email account with any questions about your submitted application and materials.

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.**

Decision Point Eligibility Check for Student Teaching

Decision Point #4

ELEMENTARY EDUCATION, SECONDARY EDUCATION, K-12

- CUM GPA 2.75
- Min GPA 2.75 for ED Major
- Min GPA 2.5 for LA/Content Major
- C or better in prog option courses
- No “1’s” on EPP Final Field Experience Evaluations +
- No “1’s” on dispositions assessment no more than six “2’s”
- A status of “Issued” on NH DOE criminal background check process
- Content knowledge by program (see below)

Evidence of Discipline-Specific Content Knowledge:

Elementary Education: Passing scores on the subject specific tests required by NH Licensure, currently Praxis II: ELED Multi Subjects and Pearson Foundations of Reading).

Decision Point #2

EARLY CHILDHOOD

- Minimum Cumulative GPA of 2.75
- 3.0 GPA in Program Option Courses with no individual course grade lower than a “C”
- No “1” ratings on Program Field Experience Evals
- No “1” ratings on Dispositions assessment

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

- Once you are determined eligible for student teaching, your Professional Letter & Resume will be sent to the placement site for review. **Student teachers are not to seek placements independently.**
- The EPO will email you with initial placement information. This email will also include information on next steps such as setting up an interview at your cooperating site to secure the placement and 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).
- Complete the criminal records check process: students must complete the criminal records check process **prior to student teaching**, as school districts require satisfactory results before you may begin student teaching. The EPO will guide you through that process. A placement may be denied due to unsatisfactory results of a criminal record check, per the assigned school district. 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.

Additional requirements from the Educator Preparation Office (EPO)

- All students are required to attend any administrative meetings or seminars as directed by academic program or the EPO. These seminars can be held during semester’s finals week or prior to the start of the regular semester schedule. Topics may 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 EPO and available on the website.
- 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.

For the Spring 2026 semester ELED, Early Childhood, K-12 programs - Be prepared to return prior to the KSC semester start. Please consult your program for the seminar and first day of student teaching placements.

Communication regarding Field Placements

The EPO oversees all student teaching field placements and is responsible for making formal arrangements with participating schools and teachers. EPO communications are done via your KSC email so please check email regularly.

Prior to placement, you can anticipate communicating **with the EPO** 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 placement site and/or site district office** regarding:

- setting up an interview
- 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).

Guidelines for the Preparation of Student Teaching Documentation to be Submitted

Letter of Introduction/Professional Letter

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:

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

- Resume samples: <https://www.keene.edu/academics/sass/career/resume/>
- Students can contact Career Services ksc.sass@keene.edu and schedule an appointment or see if they are offering drop in resume review sessions.
- For a more extensive look at examples, log in to [Handshake](#), click on the Career Center and go to Resources.

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. 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.

Helpful Tips for Advising appointments: To ensure 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 EPO is asking for students to make appointment with their advisor(s) of record to review progress in **Student Planning**.

Students will:

- Review their progress in their program(s) **BEFORE** they meet with the advisor and determine the following:
 - Are my majors declared correctly?
 - Are there any missing requirements on my Progress that need to be explained?
 - Are there any course substitutions needed to address missing requirements in my progress?
- Provide information on standardized testing status (Elementary Education only).
- Complete the intent to graduate form in self-service if they are one year from planned graduation ceremony

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, as needed.
- Review standardized testing status (Elementary Education only).
- Ask if you have completed the intent to graduate form in self-service which will initiate the audit process.

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. In preparation, consider the following:

Dress the part—Wear professional attire—clean and tidy clothing that covers, no sneakers, no hoodies.

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 details 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>