

Student Teaching: Application Submission and Placement Process

Complete and submit your application for Fall 2026 Student Teaching by 02/27/2026 4:30pm.

Application Process: The student teaching application process involves the following steps:

- **Review** 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 signatures

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 accessing forms.
- **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. These appointments should be conducted in person. Complete all sections during the advising appointments, including required testing status and testing scheduling plans as applicable to program. 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 **04/01/2026** to continue in the student teaching application process.

You must submit the Student Teaching Application in Forms AND bring the advising form with advisor signatures to the EPO by **02/27/2026 4:30pm** be eligible for the student teaching placement process.

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.

Decision Point #4 - Decision Point Eligibility Check for Student Teaching

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 Clinical 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).

Program coursework:

- **Elementary Ed:** Students must complete all 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 must complete all major requirements before student teaching.

Professional experiences: You must successfully complete your Methods/ Practicum experiences to begin student teaching, so you must be enrolled or have completed when applying for Student Teaching. If you meet all other initial eligibility requirements, you will be issued a Student Teaching placement, but final eligibility will be based on successful completion of the Methods/Practicum experiences.

Placement Process – Each step below must be completed

- Once initial eligibility is complete, your Professional Letter & Resume will be sent to the placement site for review. **Student teachers are not to seek placements independently.** Placements 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 EPO will email you with placement information. This email will also include information on next steps such as setting up an interview and completion of the criminal record check process.
- Complete the interview(s).
- Complete the criminal records check process: students must complete this process **prior to student teaching.** School districts require results before you begin student teaching. The EPO will assist you with that process. A placement may be denied based on 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.

Additional requirements from the Educator Preparation Office (EPO)

For the Fall 2026 semester - Please consult your program for the seminar and first day of student teaching placements.

- 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 finals week or prior to the start of the regular semester schedule.
- 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 a student teacher.
- 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. Please 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 placement sites.

Communication regarding Student Teaching Placements

The EPO oversees all student teaching placements and is responsible for communicating with school sites. EPO communications are done via your **KSC email** so please check email regularly.

Guidelines for the Preparation of Student Teaching Documents

Letter of Introduction/Professional Letter

This letter of introduction is the first impression of you that your placement site will have. It is reviewed by the clinical educator, the clinical 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 clinical educator about yourself. Describe who you are and how you will be able to contribute to the classroom experience in your 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. Discuss how you hope your clinical educator will help you meet these goals.
- Thank your clinical educator for allowing you to work with them and the students.

Professional Resume:

Prepare a professional resume following one of the traditional formats. Career Services has resume and cover letter samples. You can also log in to [Handshake](#), click on the Career Center and go to Resources.

- Resume samples: <https://www.keene.edu/academics/sass/career/resume/>
- Students can contact Career Services KSC.CareerServices@keene.edu and schedule an appointment or see if they are offering drop-in resume review sessions.

Student Planning and Academic Advising

The form is to 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 are discovered during your appointment. If courses appear unfulfilled in Student Planning progress, provide information on Academic Waivers of Requirement, and/or Course Substitution forms that pertain. The original copies 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.

Students will:

- Review their progress in their program(s) **BEFORE** they meet with the advisor and determine:
 - 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?
- Complete the intent to graduate form in self-service if they are one year from planned graduation ceremony
- Provide information on standardized testing status (Elementary Education only).

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

Interview tips

Your placement is not guaranteed until you complete your interview and the principal, clinical educator and clinical 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 clinical 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 clinical educator and clinical supervisor (as applicable). These dates are set by the College and are available online on the Educator Preparation website prior to interviewing.

Career Services provides information on interview skills:

<https://www.keene.edu/academics/sass/career/interview/>