Student Teaching Application Information
Updated: May 2012

Part 1: Information, read carefully

Part 2: Application, return one TYPED copy to Hawthorn Hall 354B and an electronic submission to the Program Assistant to Student Teaching & Field Placement

Application Information

You are NOT to contact school teachers or administrators unless authorized to do so by the director of student teaching. Any violation of this policy will cancel your placement request.

Return to the Student Services Office (Hawthorn Hall 354B):

- one (1) Electronic submission of Student Teaching Application.
  *Submit your Student Teaching Application via email to the Program Assistant for Student Teaching
- one (1) hard copy of the completed Student Teaching Application
- one (1) Student Teacher Placement Choice Form - TAL/Secondary or Special Education
- one (1) Student Teacher Application Agreement (signed and dated).
- one (1) Student Teaching Contact Information Sheet.

We will contact you by e-mail when your placement has been confirmed.

Student Teaching Application Process Deadlines:

http://www.iun.edu/~nwacadem/fieldnw/docs/Student_Teaching_Deadlines_3-2010.pdf

The student applying for Student Teaching must meet all eligibility requirements.

NO EXCEPTIONS WILL BE ALLOWED
1. Cumulative Grade Point Average of 2.50
2. Completed 85% of program courses (elementary) / content major area (secondary)
3. C or above in all courses in content major
4. C or above in all required courses in teacher education program
5. C or above in ENG W231
6. C or above in EDUC H340
6. C or above in MTH T101 (elementary only)
7. C or above in MTH T102 (elementary only)
8. C or above in MTH T103 (elementary only)
9. Pass PPST (Pre-Professional Skills Test) as follows…
   Written Test
   Reading 176 Writing 172 Math 175
   Computer-Based Test
   Reading 323 Writing 318 Math 320
Composite Score
Reading + Writing + Math = 527

10. Pass portfolio checkpoints as defined by Unit Assessment System Plan
11. Complete Student Teaching Application
12. Pass appropriate NTE (Praxis II) specialty exams in content major areas of student teaching. *The deadlines for taking these exams are: June 1st for Fall; October 1st for Spring.*
   - All parts of the application must be typed or computer generated.
   - The Director of Student Teaching will make all final placement and assignment agreements.
   - Placements for UTEP students will be made collaboratively with the Director of UTEP and the Director of Student Teaching and Field Placement.
   - For information concerning the process of your application, see the application process flow chart.
   - Please be advised, portions of your materials will be sent to the schools as part of the placement process. Make sure your materials are orderly, as they are a reflection on your professionalism.
   - UTEP students will be given priority placements in the five professional development school sites:
     1. Caldwell Elementary School, Hammond
     2. Ernie Pyle Elementary School, Gary
     3. West Side Junior High School, East Chicago
     4. Block Junior High School, East Chicago
     5. Central High School, East Chicago
   - If you have any changes in your schedule before your student teaching semester, it may affect your ability to start your student teaching placement.
   - All changes to your placement request must be in writing.
   - Main student teaching placements must be completed before endorsement placements.
   - You are ineligible to student teach in schools in which
     o you have relatives who are students or employees
     o you have attended (within the last five years)
     o you are/were employed (excluding substitute teaching)
   - After the application is filed, you will be notified of your placement and of an orientation meeting to be held on campus. It will then be your responsibility to contact your cooperating teacher.
   - Students are strongly urged to keep outside work commitments to a minimum.
   - Limited License Teachers taking M550 or K595 will be allowed to student teach in their own classrooms only if they are licensed in the appropriate area and level for which they are seeking certification. These student teachers will be assigned an approved mentor by their building principal, which will be coordinated through the Office of Student Teaching and Field Placement.

**Mr. Tim Mitchell**  
*Director of Student Teaching and Field Placement*  
354C Hawthorn Hall  
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