Great Plains IDEA

Student Teaching Application Information

**Applications are due as part of the registration form you send in the semester prior to your student teaching experience.**

* If you are seeking a coaching endorsement during the semester you are student teaching, please complete the corresponding section of the application.
* You must complete a second criminal background check prior to beginning the student teaching experience if your previous check is older than 12 months. To initiate the review process, please access the One Source website (onesourcebackground.com). Select the **“Student Teacher Semester”** category. ***Please complete this check by November 30th for student teaching in the spring and by March 31st for student teaching in the fall to ensure a placement is made.*** Please refer to the CEHS website for additional details.
* If you decide not to student teach after you have submitted your application, please contact us immediately.
* Please notify Susie Kreiter (mkreiter1@unl.edu) of Office of Field Experience in 116 Henzlik Hall with any changes in contact information.

The application may be downloaded from the website. Click **Student Resources**, then **Practicum and Student Teaching**. Reach through the information and apply where it says **Great Plains IDEA Student Teachers APPLY HERE.** Please also note that some pages of the application require signatures so you will need to print them out, have them signed and scan or deliver them to 116 Henzlik for submission with your final application.

If you have questions concerning your application contact Dr. Sara Skretta at (402) 472-5428 at sskretta2@unl.edu or Susie Kreiter at (402) 472-8620 at mkreiter1@unl.edu.

**Student Teaching Rules and Policies**

1. If you plan to student teach next semester you are **required** to schedule an orientation conference with Sheree Moser no later than December 9, 2016.
2. You are expected to follow the calendar of the school and district in which you will student teach and be present on all days teachers are on duty. The Office of Field Experiences will determine the beginning and ending dates of the student teaching experience. The first day of student teaching is dependent upon the district in which you are placed.
3. As part of the professional expectations of student teaching, you are required to be in attendance and

prepared every day, as well as follow the schedule established for the school faculty.

1. You are expected to participate in student teaching course activities at the university as scheduled. These

days are shared with you by the University and are excused absences.

E. You must be registered for student teaching credit hours. You will receive an email with the information

you need to register, including course numbers, call numbers and credit hours.

1. Student teaching is considered a full-time endeavor and should be your top priority. It is expected that

there will be no conflicts with your daily schedule.

G. In some districts there is an opportunity to be a “local substitute.” Policies and procedures regarding this

opportunity vary from district to district. If you are interested in pursuing this program you need to contact the system where you hope to be assigned to student teach to determine whether that district allows local substituting. If so, you must complete their process to receive a certificate. Local substituting is generally limited to no more than **three days** during the student teaching experience and counts toward your total number of absences.

H. If you are cited for an incident that could lead to a misdemeanor or felony conviction during your student teaching experience, you must report the incident immediately to Dr. Skretta, the Director of Professional Experiences (sskretta2@unl.edu).

I. An electronic copy of the Student Teaching Handbook is available on the “Practicum and Student Teaching” page of the CEHS website. You will be responsible for the contents of the handbook when you begin your student teaching assignment.

**Application for Student Teaching Directions**

A list of content area coursework that will be *completed* by the time you begin student teaching. Please reference your Program Review to verify coursework.

Official transcripts from all institutions attended, must be sent to Dr. Thomas Wandzilak, Certification Officer, no later than ***November 1, 2016*** for review and to determine eligibility to student teach. (116 Henzlik Hall, PO Box 880371, Lincoln, NE 68588-0371).

The following documents are required to complete your application and should be submitted with the rest of the application. They will be sent to your cooperating teacher to introduce yourself and share your qualifications.

**Cover Letter**

The cover letter is your chance to make a positive first impression with your cooperating teacher. This document will allow you to demonstrate your ability to express yourself and stimulate interest in your background and qualifications.

Please reference the Career Services website (<http://www.unl.edu/careers/coverletters>) for tips and examples as you prepare your cover letter.

**Resume**

A resume is more than merely a list of experiences. It tells an administrator and cooperating teacher that you are qualified to be a student teacher AND potential employee. It is an important document in moving forward in your profession.

Please visit the Career Services website (<http://unl.edu/careers/resumes>) and use the resume worksheet in preparing your resume.

**Application for Student Teaching**

College of Education & Human Sciences

University of Nebraska-Lincoln

Applications for Spring semester, 2017 student teaching must be received no later than 3 p.m. on Friday, September 23, 2016. Return the completed application to 116 Henzlik Hall, PO Box 880371, University of Nebraska-Lincoln, Lincoln, NE 68588-0371 or send electronically to Dr. Sara Skretta at sskretta2@unl.edu.

*Answer the following questions on the basis of work you* ***will have completed*** *when you begin student teaching.*

Name UNL Identification #

 First M.I. (Maiden) Last

Lincoln Address Zip Phone

Permanent Address

 Street City State Zip

Phone Email

Check your College status:

* Graduate College
* Working towards Certification
* Working towards added Endorsement

***List the endorsement(s) you are completing (must be verified by your advisor):***

Initial Field or Subject Endorsement

Second Field or Subject Endorsement (if applicable)

* Check here is you will complete an endorsement in coaching while you are student teaching.

**For Office Use Only**

Application approved date GPA

Application not approved

 UNL Identification #

**Application for Student Teaching**

**Health Information**

Answers to these questions are voluntary and will in no way be used to discriminate in assignments. The purpose is to find the best possible placement for each student and accommodate any health conditions.

Name:                   \_\_\_\_\_\_\_\_Date of Birth: \_\_\_\_\_\_\_\_\_\_

 First M.I. (Maiden) Last

            \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Lincoln Address Phone

Person to be notified in an emergency:

Name       Phone:

Address City State Zip

Do you have a health condition that should be considered in your student teaching placement? If so, please provide additional information below to aid UNL in finding the best possible and/or accessible locale for you.

Date Signature

**Application for Student Teaching**

**Student Services Advisor Approval Sheet**

Student Name

UNL Identification Number:

Endorsement Area(s):

The above named student has met the following requirements and is cleared to student teach (please check the appropriate spaces):

Praxis I/CORE Exam Passed: Yes No

*Praxis II FCS Exam #5122 (cut score 153) needed for endorsement*

Have your scores been sent to UNL? Yes No

CYAF 898 “Advanced Research Methods” completed? Yes No

This student is completing a coaching endorsement. Yes No

Grade Point Averages:

 Overall GPA of 2.75 or higher

 Subject Area GPA of 2.75 or higher

 Professional Education of 3.0 or higher

Coursework in progress at time of application & timeline for completion (***all content and professional courses must be completed prior to student teaching***):

Comments/Concerns:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SECTION BELOW TO BE COMPLETED BY ADVISOR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cleared for student teaching Yes No

Advisor Name:

Advisor Signature: Date:

**Student Name**

**Application for Student Teaching**

**Preference for Student Teaching Assignment**

The College of Education & Human Sciences is committed to a program that provides pre-service teachers with a quality experience. To ensure an objective evaluation, individuals will not be placed in settings in which personal relationships could interfere with their student teaching experience. Therefore, ***individuals may not student teach in a school they attended or in which a family member works or is a student.***

Please identify the schools that you attended and/or at which you have family members on the staff OR where family members are students. This will assist us in making appropriate school assignments.

 **District(s)**

 **Elementary Schools(s)**

 **Middle/Junior High(s)**

 **High School(s)**

The Office of Field Experiences has the sole responsibility of contacting school districts to seek the placement of individual student teachers. ***Great Plains IDEA student teacher candidates are allowed to contact a district, the administration, and the FCS teacher to first seek a placement.* This information should be shared with the Director of Professional Experiences** (Dr. Sara Skretta – sskretta2@unl.edu) **after the initial contact has been made.**

**Dr. Skretta will then make the additional arrangements required for the placement to be confirmed and verified by this office.** The Field Placement Office will use your preferred choice for your student teaching assignment based on the information you provide on the following page. While every attempt is made to honor your first choice, it is important to understand that individual school districts and the schools within them determine the acceptance of student teachers. As a result, you may be placed in your second or third location choice.

**Preference for Student Teaching Assignment**

**Step 1**

Check the line below that identifies the district in which you hope to student teach or rank the districts in the order in which you wish to student teach.

\_\_\_\_\_ **Within the State of Nebraska**

 **Where?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Omaha-Metro area districts** (1st choice)

 (2nd choice)

 (\*If identifying Elkhorn, Gretna or Millard as your first choice, you must list a district other than those three systems as your second choice.)

\_\_\_\_\_ **Outside of the State of Nebraska**

 **District Name:**

 **Address:**

 **State:**

 **Administrative Contact Information:**

 **Cooperating Teacher Preference:**

 (\*\*Anyone requesting placements must work directly with the Director of Professional Experiences to share all contact information required.)

**Step 2**

Indicate the school and/or grade level in which you would like to be placed within the district you selected above. Please include a 2nd and 3rd preference as well (if at all possible).

**Preference: School Grade/Subject**

**2nd Preference: School Grade/Subject**

**3rd Preference: School Grade/Subject**