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

- You must have successfully passed your Praxis Subject Assessment Exam (FCS #5122, cut score 153) to qualify to student teach.
- 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 Student Services Center. Go to Practicum and Student Teaching at the bottom of the page and choose Great Plains IDEA Application. Please also note that some pages of the application require signatures so you will need to print them out, have them signed and scan 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

A. If you plan to student teach next semester you are **required** to schedule an orientation conference with Sheree Moser no later than July 29, 2016.

B. 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.

C. 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.

D. 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.

F. 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 ten days during the student teaching experience.

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

If you are seeking an endorsement in secondary education, you must include 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 June 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.
Applications for fall semester, 2016 student teaching must be received no later than June 30, 2016. Return the entire 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 if you will complete an endorsement in coaching while you are student teaching.

For Office Use Only

Application approved ___________ date ___________ GPA ____________

Application not approved_______________
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 Subject Assessment Requirement:

FCS Exam #5122 (cut score 153)

Have your scores been sent to UNL? 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:

CYAF 898 “Advanced Research Methods” completed? Yes No

The student is on track to complete a Coaching endorsement ________________

Comments/Concerns:

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 ____________