The College of Education & Human Sciences is committed to a program that provides pre-service teachers with a field experience in a culturally diverse classroom and/or school setting.

APPLICATIONS ARE DUE THURSDAY, OCTOBER 1, 2015 BY 3:00 PM TO 116 HENZLIK HALL

According to the undergraduate bulletin you must have successfully completed all content and methods courses PRIOR to student teaching. If you have not completed a culturally diverse experience during your practicum, your student teaching assignment will be made to meet this requirement.

• If you are seeking an additional endorsement in either Coaching or ESL/ELL during the semester you are student teaching, please complete the corresponding section of the application.

• If you decide not to student teach after you have submitted your application, please contact us immediately.

• Please notify Susie Kreiter (mkreiter1@unl.edu) or Office of Field Experiences in 116 Henzlik Hall with any changes in contact information.

If you have questions concerning your application contact Dr. Sara Skretta at 472-5428 at sskretta2@unl.edu or Susie Kreiter at 472-8620 at mkreiter1@unl.edu.
A. If you plan to student teach next semester you are **required** to attend one of the orientation sessions later this semester (specific dates will be shared at a later date).

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 (i.e., Professional Development Day, Career Fair).

E. You must be registered for student teaching credit hours. A few days before priority registration begins, 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

To complete your student teaching application, you must submit the application, a cover letter and resume. These materials will be shared with your cooperating teacher(s) and your supervisor, and must be typewritten and professional in appearance. Please provide two sets of these materials.

Cover Letter
The cover letter is the first impression of you, as a student teacher, the cooperating teacher will receive. This document will allow you to demonstrate your ability to express yourself and stimulate interest in your background and qualifications. This will also serve as a future draft when you prepare to apply for jobs.

Please reference the career services website at 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 a potential employee. It is an important document in moving forward in your profession.

Please visit the Career Services website and use the resume worksheet in preparing your resume at http://www.unl.edu/careers/resumes.
Applications for fall semester student teaching must be received by 3:00 p.m. Thursday, October 1, 2015. Return the entire application to 116 Henzlik, University of Nebraska-Lincoln, Lincoln, NE 68588-0371.

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

Name ________________________________ UN-L Identification # ________________

First M.I. (Maiden) Last

Lincoln Address ________________________________Zip______Phone _____________

Permanent Address______________________________

Street City Zip

Phone ________________________________E-mail ____________________________

Check your College status:

☐ College Of Education & Human Sciences undergraduate

☐ Dual Matriculated with _____ College

☐ Graduate College

For Office Use Only

Application approved_________date_________

Application not approved_______________
UN-L 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 Verification Sheet

Please have Mrs. Farrand verify and approve the information below.

Student Name__________________________________________________________

UN-L 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):

Basic Skills requirement:

☐ PPST/CBT/CORE—Mathematics
☐ PPST/CBT/CORE—Reading
☐ PPST/CBT/CORE—Writing

Have your institutional scores been sent to UNL? ☐ Yes ☐ No

I still need # of Hours in the following areas:

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Projected coursework to be taken during and after student teaching is completed:

Comments/Concerns:

Off-Campus Coordinator Name: ____________________________________________

Off-Campus Coordinator Signature ______________________________ Date: ________
Student Name____________________________

Application for Student Teaching - SLP
Preference for Student Teaching Assignment

The College of Education & Human Sciences is committed to a program that provides pre-service SLPs with a quality experience. The process of assigning student teachers is a complex one as many factors must be considered. It is important to understand that individuals will not be placed in settings in which personal relationships could interfere with objective evaluation of their student teaching experience. Therefore, **individuals may not student teach in a school they attended or in a school in which a family member works or is a student.**

Please identify the schools that you attended and those at which you have family members who are on the staff or are students in a district in which you want to student teach. This will assist us in making appropriate school assignments.

**DISTRICT_______________________________________**

**Elementary School(s) __________________________________________**

**Middle/Junior High __________________________________________**

**High School __________________________________________**

The process of assigning student teachers to schools varies from one district to another and the Office of Field Experiences has the sole responsibility of contacting school districts to seek the placement of individual student teachers, abiding by the procedures established by the specific district in which a placement is requested. **Individual students are not to contact a principal or teacher to seek a placement unless specifically directed to do so by the Director of Professional Experiences.** It is extremely important that the process of assigning student teachers comply with the protocols established by each school system.

The Field Placement Office will attempt to use your preferred choice for your student teaching assignment based on the information you provide on the following page. The information you share will be used to seek an assignment that is consistent with what you preference. 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 Assignment

Step 1

Check the line below that identifies the district in which you hope to be placed.

____ Lincoln Public Schools

____ Omaha Public Schools

____ Omaha-metro area districts (first choice)*:

(Second choice):

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

Step 2

Please indicate your top three preferences of schools and levels in which you would like to be placed within the district you selected above. To complete the levels line, please use one of the following: High School, Middle School, Elementary or Elementary/Preschool.

Preference:  School_________________________ Level__________

2nd preference:  School_________________________ Level__________

3rd preference:  School_________________________ Level__________