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 FRIDAY, FEBRUARY 27, 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.

• You must complete a second criminal background check prior to beginning the student teaching experience. To initiate the review process, please access the One Source website, onesourcebackground.com. Select the “Student Teacher Semester” category. Please complete this check by April 1, 2015 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) or Office of Field Experiences in 116 Henzlik Hall with any changes in contact information.

This application is available on-line at the following address: http://cehs.unl.edu. Click Current Students, then Undergraduate Students. Go to Student Teaching and Practicum Information and choose General Application. Open the material specific to your endorsement. You may print the application but will not be able to complete it on-line. You must submit a hard copy to the Field Experiences office. Please also note that some pages of the application require signatures.

If you have questions concerning your application contact Dr. Sara Skreta at 472-5428 at sskretta2@unl.edu or Susie Kreiter at 472-8620 at mkreiter1@unl.edu.
STUDENT TEACHING RULES AND POLICIES

A. If you plan to student teach next semester you are required to attend one of the orientation sessions in April (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. If you are seeking an endorsement in middle level or secondary education, you must also include a list of content area coursework that will be completed by the time you begin student teaching. 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.

Course Listing
(**Middle level or Secondary Education endorsements only**)
All middle level and secondary education endorsees must provide a list of courses related to their field/subject area of teaching that will be completed by the time the student teaching experience begins. For example, a 7-12 English endorsee would list the titles of the content area courses taken to meet the requirements of that program (20th Century Fiction – not ENG205). Middle level endorsees will need to list content area courses taken in their two areas of “specialization.”

To complete this page, type your name and endorsement in the top left corner of the paper and then list your course titles below. Transcripts or Degree Audits will not be accepted.
Application for Student Teaching
College of Education & Human Sciences
University of Nebraska-Lincoln

Applications for fall semester student teaching must be received by 3:00 p.m. Friday, February 27th, 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

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

Initial Field or Subject Endorsement (e.g. EL ED K-6 or Social Sciences 7-12) ____________________________

Second Field or Subject Endorsement (if applicable): ________________________________

Added Endorsement (Graduate level only): ________________________________

Check here if you will complete an endorsement in ESL/ELL or coaching while you are student teaching:
_____ ESL/ELL   _____ Coaching

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 ____________________________

Describe briefly any condition related to your health which should be considered in your student teaching placement to aid UNL in finding the best possible and/or accessible locale for you.

Have you been or are you being treated for any of the following?

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Epilepsy</td>
<td></td>
<td></td>
<td>Hearing Loss</td>
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<tr>
<td>Diabetes</td>
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<td>Vision Loss</td>
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<tr>
<td>Severe Allergies</td>
<td></td>
<td></td>
<td>Other (explain above)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Family Physician: ______________________________________

__________________________________________
Address City State Zip

Person to be notified in an emergency:

Name ________________________________ Phone: ________________________________

__________________________________________
Address City State Zip

The above information is complete to the best of my knowledge.

__________________________________________
Date Signature
Application for Student Teaching
Student Services Advisor Approval Sheet

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

Grade Point Averages:

☐ Overall GPA of 2.5 or higher
☐ Subject Area GPA of 2.5 or higher
☐ Prof. Education GPA of 2.5 or higher

Coursework in progress at time of application:

Projected coursework to be taken after student teaching is completed:

The student is on track to complete a Coaching endorsement __________

The student is on track to complete an ELL/ESL 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. 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.

D orig 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 student teach.

_____ 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

_____ One of the following districts (please circle your preferred district):

Beatrice  Fremont  Lincoln parochial  Norfolk
York  Grand Island  Waverly  Norris
Blair  Hastings  Malcolm  Milford
Crete  Raymond Central  Kearney  Palmyra-Bennet

_____ Another Nebraska district (please specify the district)**: __________________________

_____ Out-of-state (please specify the district and state)**: __________________________

**Anyone requesting placement in a Nebraska district not specifically listed above or out-of-state must make an appointment with the Director of Professional Experiences immediately.

Step 2

Please 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.

Preference:  School_________________________ Grade/Subject__________________________

2nd preference:  School_________________________ Grade/Subject__________________________

3rd preference:  School_________________________ Grade/Subject__________________________

Step 3

If you are requesting to student teach with a specific teacher, list his/her name & the school.

__________________________________________________________  __________________________
Teacher Name  School