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.
* A background check must be on file with the Office of Accreditation, Placement and Licensure before any placement can occur. To initiate the process, please access the One Source Background website (onesourcebackground.com). Select **Applicants, Students, UNL.** Please refer to the CEHS website for additional details. \*\* *The district of employment may choose to waive the background check requirement at its discretion. A specific self-report form with district official signatures will be required.*
* If you decide not to student teach after you have submitted your application, please contact us immediately.
* Please notify the Office of Accreditation, Placement and Licensure, 116 Henzlik Hall, with any changes in contact information.

The application may be downloaded from the CEHS website. Click **Student Resources**, Student Teaching and Certification, **Student Teach in the US, then click IDEA Student Teachers**. Please also note that some pages of the application require signatures so you will need to have them signed, then scan/email or deliver them to 116 Henzlik Hall for submission with your final application.

If you have questions concerning your application, contact the Office of Accreditation, Placement and Licensure at (402) 472-8620.

**Student Teaching Rules and Policies**

1. If you plan to student teach in the following semester you are **required** to schedule and attend an orientation conference with Dr. Dawn Lindsley. Please contact her after you have applied.
2. You are expected to follow the calendar of the school and district in which you will student teach and be present on all day’s teachers are on duty. The Director of Field Experience 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 a substitute license you need to contact the district where you hope to be assigned to student teach to determine whether that district allows local substituting. If so, you must complete their process, in addition to the Nebraska Department of Education’s requirements, to receive a local substitute certificate.

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 the Director of Field Experiences.

I. An electronic copy of the [Student Teaching Handbook](https://cehs.unl.edu/sites/unl.edu.cehs/files/media/file/ST%20Handbook-Master%206-22.pdf) is available on the Student Resources page of the CEHS website, under Student Teach in the US. 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 for program coursework, must be received by Dr. Lindsley or the Office of Accreditation, Placement and Licensure prior to program completion to be eligible for recommendation for certification.

The following documents are required to complete your application and should be submitted with the rest of the application.

**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. The cover letter is forwarded to your cooperating teacher.

Please reference the Career Services website (<https://careers.unl.edu/job-internship-guide/chapter-1-resumes-references-cover-letters/cover-letters/>) 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 and is shared with your cooperating teacher.

Please visit the Career Services website (<https://careers.unl.edu/job-internship-guide/chapter-1-resumes-references-cover-letters/>) for tips and examples as you prepare your resume.

**Self-Report Form**

A self-report form is required for all student teachers that do not have a background check on file with the Office of Accreditation, Placement and Licensure. Those that don’t have BG check on file, will need to complete a BG check using One Source Background.

**Personal & Professional Fitness Form**

A personal and professional fitness form must be completed and submitted with your student teaching application. This form can be found can be found on the CEHS website on the Student Teach in the US page under student teaching.

**Application for Student Teaching**

College of Education & Human Sciences

University of Nebraska-Lincoln

Applications for the upcoming Fall or Spring Semester student teaching must be received no later than 3:00PM on the dates provided. Return the completed application to 116 Henzlik Hall, PO Box 880371, University of Nebraska-Lincoln, Lincoln, NE 68588.

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.

**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.

*\*\*If a student teacher requires assistance or academic accommodations during student teaching, they must first contact the Office of Services for Students with Disabilities, in 117 Louise Pound Hall, prior to the start of their student teaching placement.*

Name:            

First M.I. (Maiden) Last

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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 the Director of Field Experiences in finding the best possible and/or accessible location for you.

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

Date Signature

**Application for Student Teaching**

**Student Services Advisor Approval Sheet**

Student Name

NUID:

Endorsement Area(s):

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

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:

**For Office Use Only**

Application approved Date GPA\_\_\_\_\_\_\_\_

Application not approved

**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 Accreditation, Placement, and Licensure is responsible for submitting official placement requests to school districts on behalf of individual student teachers. IDEA student teacher candidates, who are employed by a school district, may contact the district or its administrator directly. All information should be shared with the Director of Field Experiences after the initial contact has been made. The Director of Field Experiences will still send an official placement request to the administrator/school district.

The Office of Accreditation, Placement and Licensure will use the preferred choice for student teaching placement 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 location choice.

**Preference for Student Teaching Assignment**

**Step 1**

Please rank the districts below in the order of your placement preference (first and second choices).

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

School District Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Employee: Yes No

Omaha-Metro area

School District Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Employee: Yes No

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

District Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State/ Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator Contact Information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Cooperating Teacher Preference \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Employee: Yes No

*\*Your placement is dependent upon finding a University supervisor in your area. You may be asked to assist in finding a qualified supervisor.*

**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 preference as well (if possible).

**Preference: School Grade/Subject**

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