

MCKENDREE UNIVERSITY TEACHER EDUCATION PROGRAM

Requirements for Admission to Student Teaching

Teacher candidates are eligible to apply for student teaching placement one semester prior to the student teaching semester. Typed applications should be completed by the teacher candidate, approved by the Education Advisor, and then submitted to the Field Placement Coordinator.

Deadlines for submitting applications are October 1 for spring student teaching and March 1 for fall student teaching.

In addition to submitting a completed application, teacher candidates must meet the following requirements:

- Complete all coursework required for program prior to student teaching.
- Satisfy any grade point average requirements for the major.
 - Undergraduate teacher candidates must have a minimum cumulative GPA of 2.75 in all coursework accepted in transfer and all coursework completed at McKendree University and no more than two C grades in EDU coursework.
 - Graduate teacher candidates must have a minimum GPA of 3.0 and no more than one C grade in EDU coursework.
- Complete and submit official scores for all licensure assessments required by the Illinois State Board of Education, including the relevant content-area assessment on or before December 1 (for spring student teaching) or August 1 (for fall student teaching)
- Achieve positive disposition assessments.
- Receive a majority vote of the School of Education faculty for acceptance into student teaching.
- Submit to the following student teaching policies.

Student Teaching Policies

Failure to adhere to any of the following policies during student teaching may result in removal from student teaching or the teacher education program.

Coursework

All program coursework must be completed prior to student teaching. Unless exceptional circumstances prevail, no other courses will be taken with student teaching, and then only with approval. Transfer undergraduate students must have completed at least 24 credits of work at McKendree, including a teaching methods course and a field experience, prior to student teaching.

Placement

Student Teaching will take place in schools selected based upon a number of factors that include, but are not limited to, contractual arrangement, distance, quality of experience, compliance with state guidelines, and availability of qualified cooperating teachers. Teacher candidates may request preferred placement options on the application. Student teaching cannot be completed in a school the student teacher attended themselves. Except in extreme circumstances beyond the control of the teacher candidate, student teaching must take place in Illinois within a 30-mile radius of the University. Exceptions to this policy require the approval of the Director of Teacher Education.

Consanguinity

Teacher Candidates are not permitted to complete any intensive field experience in a school or district where relatives of the first or second degree are attending or employed. Teacher Candidates also may not complete any intensive field experience in a school or school district where a relative of the first or second degree is in a position of authority over cooperating clinical teachers (i.e., principal, superintendent, or member of the board of education). A relative of the first or second degree by consanguinity or affinity includes:

Parent	Grandparent	Spouse's Grandchild
Sibling	Uncle or Aunt	Sibling's Spouse
Spouse	Spouse's Parent or Sibling	Parent's Spouse
Child	Spouse's Child	Grandparent's Spouse
Grandchild	Spouse's Grandparent	Grandchild's Spouse

Teacher candidates must indicate any potential conflicts on the Student Teaching Application. In addition, student teachers will be required to sign a Consanguinity Policy Form affirming compliance to this policy once the student teaching placement has been confirmed.

Extra-curricular Activities

Student teaching requires a significant commitment of time and effort. Involvement in extra-curricular activities (employment, sports, coaching, or other activities requiring a significant amount of time) is discouraged in order to allow appropriate focus on successful completion of all the experience requires. All student teachers are required to complete an extra-curricular policy agreement.

In order to participate in extra-curricular activities during student teaching the teacher candidate is responsible for submitting the provided Request to Participate in Extra-curricular Activities form in **the semester before** student teaching. The Director of Teacher Education will then present the request to the School of Education faculty for consideration. The Director of Teacher Education communicates decisions with student teachers in writing.

Student Teaching Application

Name _____ Email _____

Address _____

Cell phone _____ Home phone _____

Application for: Fall _____ (year) or Spring _____ (year)

LICENSURE AREA (Check one.)

Elementary _____

Dual Elementary and Special Education _____

Middle _____ Content Area: _____

Secondary _____ Content Area: _____

K-12: Art Education _____

Physical Education _____

Music Education: Instrumental Emphasis _____ Vocal Emphasis _____

Pre-K – 21 Special Education _____

PRIOR FIELD EXPERIENCES (Complete each applicable area.)

Observations:

School _____ Teacher _____

Grade Level/Subject _____ Hours _____

School _____ Teacher _____

Grade Level/Subject _____ Hours _____

Field Practicum One:

School _____ Teacher _____

Grade Level/Subject _____ Hours _____

Field Practicum Two:

School _____ Teacher _____

Grade Level/Subject _____ Hours _____

Field Practicum Three:

School _____ Teacher _____

Grade Level/Subject _____ Hours _____

Field Practicum Four (Dual Elementary/Special Education Only):

School _____

Teacher _____

Grade Level/Subject _____

Hours _____

State why you are pursuing teaching as your professional career.

List specific classroom experiences/tasks in which you have participated/assisted.

List any additional previous experience with children and youth.

List any hobbies, talents, or special interests.

Student Teaching Placement Request

Please indicate your first and second choice preferences for the student teaching placement in the appropriate space below. *We will attempt to place you according to your requests. However, we reserve the right to consider other factors when making final decisions concerning placements.*

Elementary, Middle, or Secondary

Preferred School: 1st Choice _____
2nd Choice _____

Preferred Grade/Subject: 1st Choice _____
2nd Choice _____

Dual Elementary/Special Education, Pre-K-21 Special Education, or K-12 (Art, Music, or Physical Education)

Preferred School and Grade:

Secondary: 1st Choice _____
2nd Choice _____

Elementary: 1st Choice _____
2nd Choice _____

Are there any area in which you cannot be placed due to 1) attending yourself or 2) employment or other involvement of an immediate family member?

- No
- Yes, and those are: _____
(List school(s)/districts)

Please initial each of the following statements and sign below.

_____ I certify that the above information is correct.

_____ I understand that the student teaching semester follows the calendar of the placement school, NOT that of McKendree University and that more than three days of absence during student teaching without prior approval may result in a failing grade.

_____ I understand that participation in extra-curricular activities during student teaching should be limited and must be approved in advance by the School of Education.

_____ I understand that schools may request transcripts, test scores, and/or an additional background check for the purpose of determining my qualifications for student teaching.

Signature _____ Date _____
STUDENT

ADVISOR: I have counseled this teacher candidate concerning admission to student teaching at McKendree University.

Signature _____ Date _____
ADVISOR