

PREPARING FOR YOUR STUDENT TEACHING APPLICATION

This information will assist you so that you can successfully complete the student teaching application process. The student teaching application is a Word document form that you will need to complete. It is on the website and will also be emailed to you. The application form is due in the Education Office by 4:00 p.m. on November 24. Your resume will be due one week before the spring 2021 Student Teaching meeting.

Please review the following checklist to ensure you meet all requirements.

1. YOU MUST BE ACCEPTED INTO THE TEACHER EDUCATION PROGRAM (TEP)

- TEP applications must be completed and turned into the Education Department (most applicants will have this step completed during ED 100)
- GPA must be 2.5 or above
- Students must receive a C- or above in ED 100, PSY 101, EN 111 and pass ED 181

2. YOU MUST COMPLETE THE STUDENT TEACHING APPLICATION FORM

- Carefully complete the Word Document Student Teaching Application form. Be intentional about completing each section in its entirety or the application will be returned to you
 - Elementary: to assure the correct placement to meet licensure requirements, include your endorsement area
 - Secondary: to assure the correct placement to meet licensure requirements, list your major and additional endorsements
 - K-12: List your major. Also, to assure the correct placement for licensure requirements, if you are
 - PE: select whether or not you have a health endorsement, or
 - Music: indicate vocal or instrumental or music education/therapy
- Provide a written explanation on a separate sheet of paper for any “yes” responses to questions ‘a’ to ‘e’ under Background Information
- Your advisor must recommend you for student teaching by signing the student teaching application
 - After you have printed and signed the application, meet with your advisor to obtain his/her signature
 - Music students must also obtain Dr. Muntefering or Dr. Toliver’s signature in addition to their advisor’s signature
 - After completing the application and obtaining all signatures, turn the printed copy into the Education Office no later than 4:00 p.m. on November 24, 2020.

Begin preparing your professional resume; your resume should be error-free, well planned, neatly organized and ready to turn in one week before the student teaching meeting in April.

3. ACADEMIC CRITERIA MUST BE MET FOR APPROVAL TO STUDENT TEACH

- Overall current GPA must be 2.5 or above
- Coursework must be C- or above in all methods and professional core and endorsement courses
- Attain the Praxis II Subject Assessment qualifying scores by **June 30 for Fall Term student teachers** and **November 30 for Winter Term student teachers** in both a test of pedagogy and a test of content; passing scores for the state of Iowa are found at www.ets.org

4. FIELD EXPERIENCE OR EXPERIENTIAL LEARNING IN A CULTURALLY DIVERSE SETTING IS REQUIRED

- 25 hours are required in a culturally diverse setting
- If you have already met the diversity requirement, or plan to meet the requirement in ED 315, make note in the appropriate area on the student teaching application

- If you have not met the diversity requirement prior to student teaching, your student teaching placement will be completed in a diverse setting

5. MAKE SURE ALL PROFESSIONAL CORE COURSES ARE COMPLETED

- See academic catalog
- Remember that you must sign up for Student Teaching as a course, when you prepare to register for classes next year. (Example: ED 482 01)

6. PREPARE YOUR PROFESSIONAL RÉSUMÉ

- See <http://info.wartburg.edu/Pathways/Career-Services/Resumes-Cover-Letters-Interviews.aspx> for valuable resume-writing tips
 - Career Services is available to help assess your resume and make suggestions
- Your communication with the cooperating teachers must reflect your professionalism
 - Your resume must not only be a representation for your cooperating teacher of your education, skills, and accomplishments, but also a document you can continue to edit in preparation for job interviews
 - To verify your final draft is thoroughly edited and error-free, obtain the following signatures and turn in with your resume.

COMPLETED SIGNATURE CHECKLIST

By signing below, you are confirming you have reviewed the student's final draft of their resume and find it to be satisfactory.

Peer

Faculty

Professional in the education field

Wartburg Pathways (opt. for music ed.)

Two printed copies of your resume is due in the Education office one week before the student teaching meeting in April.

7. THE EDUCATION DEPARTMENT REVIEWS EACH APPLICATION

- You will receive notification from the Education Department that:
 - All requirements have been met and you are approved to student teach
 - All requirements have been met with the exception of qualifying Subject Assessment test scores (Praxis II); once passing scores are received by the Education Department, you are approved to student teach
 - Not all requirements have met and you will be notified of any deficiencies; approval to student teach will be reevaluated after remediation of any deficiencies