

**COLORADO STATE UNIVERSITY – PUEBLO
TEACHER EDUCATION PROGRAM
2010-2011**

**APPLICATION FOR STUDENT TEACHING
ELEMENTARY, SECONDARY, or K-12**

DEADLINE FOR SUBMITTING APPLICATION

Applications must be submitted at the same time your graduation planning sheet is due the semester before you student teach: September 11, 2009 for Spring 2010 Semester and January 29, 2010 for Fall 2010 Semester.

ITEMS NEEDED BEFORE COMPLETING APPLICATION

Transcripts:

It will be necessary to have up-to-date transcripts in order to complete this application. You should obtain a **STUDENT COPY** transcript from the CSU-Pueblo Records Office or print it from the CSU-Pueblo website and take it to your education advisor when you have your application reviewed and signed. Submit this transcript with your application along with all transcripts from other colleges you have attended.

PLACE/PRAXIS Test Scores:

Attach a copy of your passing scores on the PLACE or PRAXIS test.

Graduation Planning Forms:

If you are a degree seeking student you must file a graduation planning form with the CSU-Pueblo Records Office. Forms are available in the Records Office or on the CSU-Pueblo website, and must be signed by your major advisor. Plan to complete this process when you meet with your advisor to review your student teaching application. Graduation Planning forms are due **to our office** as follows:
September 9, 2009 for Spring 2010 graduation.

REQUIREMENTS FOR STUDENT TEACHING APPROVAL

Applications will not be reviewed unless you have been admitted to the teacher education program.

In order for you to be approved for student teaching, you must meet the following requirements:

1. Submission of a completed Application for Student Teaching (signed by your advisor and yourself) with an up-to-date student copy transcript, updated & signed copies of major advisement form and education advisement forms, your resume, and copies of all PLACE or PRAXIS score reports. Please check all information on your resume; it will be forwarded to the school in which you are placed for student teaching.
2. A grade of C or better in all courses required for licensure.
3. A 2.5 grade point average for all courses included in your **major**.
4. **Completion of all course work required in your major and licensure program before student teaching.** Students may only enroll in ED 485 and either ED 487, ED 488 or ED 489 during the student teaching semester. Course work that is in progress or to be completed before student teaching must be listed on the application.
5. Taken and passed PLACE or PRAXIS; submitted Admission to Student Teaching Portfolio – due at end of semester preceding student teaching; 2.6 Cum GPA.

All students must attend a workshop on portfolio requirements, scheduled early in the semester the application is due.

BASIS FOR APPROVAL OR DENIAL

Final approval is contingent upon meeting all of the requirements listed above and recommendation of the education faculty. **Since most students will not have completed all required classes during the semester in which the application is submitted, provisional approval will be granted pending satisfactory completion of all course work.** Failure to satisfy other requirements will result in a “denial” of your application. If your application is denied, it will be necessary for you to reapply for student teaching when deficiencies have been remediated.

DIRECTIONS FOR COMPLETING APPLICATION

1. The impression you make in filling out this form could influence whether the public school officials approve your request to student teach in their school. Therefore, please either print neatly or type your application.
2. **Schedule a meeting with your advisor to complete and sign the application.** All required courses that have not yet been completed must be listed on the first page of the application. Your advisor will compare your transcript to your advisement sheet to check the accuracy of your list.
3. **The following items must be included in your application:**
 - a. Completed application form
 - b. Resume
 - c. Current transcripts from all institutions attended
 - d. Copy of PLACE or PRAXIS scores
 - e. Major advisement form
 - f. Education advisement form
4. Return completed application to the TEP office by the deadline.
5. The TEP faculty will review your application for student teaching. **Final approval will be contingent upon your completing all requirements for licensure including a minimum GPA of 2.5 for all courses in your major and a cumulative GPA of at least 2.6 since admission to the teacher education program.**
6. Following the review of your application, you will receive a letter that will state your acceptance, conditional acceptance, or denial.
7. If you are accepted or conditionally accepted, the TEP staff will begin the student teaching placement process.
8. Your semester of student teaching includes the Capstone seminar. Additional seminars will be held during the semester. **All seminars** are part of your student teaching semester and **attendance is mandatory.**
9. While your **deadline** for submitting this application is early in the semester before you plan to student teach, placement confirmations take time for districts to process. Generally, this process takes one full semester. You will be notified when your placement has been confirmed.

COLORADO STATE UNIVERSITY - PUEBLO

STUDENT TEACHING INFORMATION

Name: _____
Address: _____
Major: _____ Certification Level: _____

PID: _____
Phone: _____
Area of Concentration: _____

CHOICES FOR PLACEMENT

School District: Choose one or rank order.

District 60 _____ District 70 _____ Mesa _____ Pueblo West _____ Colorado Springs _____

Other out-of-area placements will require petition to the TEP. Petitions will be granted only under extenuating circumstances or hardship.

Classroom Level: Rank top 3 choices.

Elementary

K _____ 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____

Secondary

Middle School _____ High School _____

***IMPORTANT**

- We do not recommend that you work more than 20 hours each week during the student teaching semester. If you plan to work during student teaching, please attach a copy of your work schedule to this application.
- List any schools in districts you have chosen above in which you have relatives who are teachers, administrators, students, or other possible conflicts of interest. Failure to report this information may cause a delay in your student teaching placement.

Have you ever been convicted of a felony or misdemeanor (other than a misdemeanor traffic offense or traffic infraction)?
_____ Yes, if so, please explain on separate paper. _____ No

Do you have any condition which would impede your ability to perform the necessary job related functions of a professional educator or which could adversely affect the health, safety, or welfare of students in your charge? _____ Yes, attach explanation. _____ No

INFORMATION REGARDING YOUR PREVIOUS FIELD EXPERIENCE

Ask your advisor or the TEP office to print a copy of your field experience from TEIMS for you to attach to your application. All field experience hours must meet the course requirements for completion.