

Please use this document for guidance when filling out your Student Teaching Application eForm!

Video Link: [Student Information](#)



Student Teaching Application eForm

A * Indicates required information

Student Information

First Name:

* Sam

Middle Name:

S

Last Name:

* Scholar

Tech ID:

* 99999999

StarID:

* zz9999xx

Phone:

*

Email Address:

*

Permanent Address

Street Address:

*

City:

*

State:

* Choose ▼

Zip Code:

*

Video Link: [Student Teaching Application](#)

Student Teaching Application

Already Licensed Teachers:

Current License: (i.e. ECE)

License File Folder Number:

I am teaching on a Tier 1 or 2 license at this school:

Major:

Major 2:

Major 3:

Address where you will be living at during student teaching:

Street Address:

City:

State:

Zip Code:

Advisors

Education Advisor:

Content Advisor:

Advisor (if you have more than 2 advisors):

I plan to student teach:

Term:

Year:

I need to student teach in (check all that apply):

- | | |
|--|--|
| ☐ ECE | ☐ ECSE |
| ☐ K-8 SPANISH | ☐ Elementary ED |
| ☐ 5-8 COMM ARTS | ☐ Para SPED |
| ☐ 5-8 GENERAL SCIENCE | ☐ Para TESL |
| ☐ 5-8 MATH | ☐ Pre-Primary |
| ☐ 5-8 SOCIAL STUDIES | ☐ K-12 ART ED |
| ☐ 5-12 AGRICULTURE ED | ☐ K-12 DAPE |
| ☐ 5-12 COMM ARTS | ☐ K-12 MUS INSTRUMENTAL |
| ☐ 5-12 HEALTH ED | ☐ K-12 MUS VOCAL |
| ☐ 5-12 MATH ED | ☐ K-12 PHYSICAL ED |
| ☐ 5-12 SOCIAL STUDIES | ☐ K-12 Reading |
| ☐ 9-12 CHEMISTRY ED | ☐ K-12 SPED ABS ONLY |
| ☐ 9-12 LIFE SCIENCE | ☐ TESL |

I attended K-12 school in the following district:

Video Link: [Agreements](#)

Agreements

You must agree with each statement below

- * ☐ I understand that before I can be placed for student teaching, I must be admitted to the Teacher Education Program and must have met all requirements for student teaching.
- * ☐ I understand that I need to subscribe to the following while student teaching: SMSU EMAE List Serve and EMAE Insurance (coverage runs 9/1 to 8/31).
- * ☐ I understand the department's philosophy regarding outside commitments such as coaching, athletics and working during the student teaching experience. I understand that I am expected to inform the department of any coaching, athletics or work commitments and that I will be held to the same expectations and standards as other students.
- * Have you had any criminal charges filed against you, including DWI or DUI?
☐ Yes ☐ No

Video Link: [Documentation and Signature](#)

Documentation

This application requires that you upload the following 6 to 8 attachments:

- PDF of Grad Plan
- Department Course Equivalency
- Resume
- Letter of Introduction
- Completed Field Experiences
- PDF of Liability Insurance
- PDF of Teaching License (if applicable)
- PDF of Documentation of Criminal Charges (if applicable)

Upload Attachments

Upload the items in the order that they are listed!

Video for: [PDF of Grad Plan](#)

Course Equivalency Form: Download the form, fill it out, and then upload it.

- Transfer courses that are in the “Major and Minor Requirements” section of your DARS must be listed on your course equivalency form.
 - Transfer courses are indicated with a “T” before the letter grade. The transferring institution is also listed under the course name.
- | | | | | |
|------|--------|-----|---|---------------------------|
| F 22 | ED 101 | 3.0 | T | Introduction to Education |
| | | | | ALEX: EDUC1400 |
- Goal area courses do not need to be included on the form.
 - If you did not transfer in any courses, please still submit the form and indicate N/A.

Resume: Make sure your resume is updated and then upload it. This may be shared with school administrators and teachers when seeking a placement for you.

Letter of Introduction: Write this as a student teacher seeking placement for your student teaching experience to accompany your resume. This may be shared with school administrators and teachers when seeking a placement for you.

Completed Field Experiences: Download the form and fill out the table based on your experiences documented in LiveText and SLL.

PDF of Liability Insurance: We know this will be outdated by the time you student teach, but we still need it now and we will ask for your updated insurance before you student teach.

PDF of Teaching License: Upload your current license if you are a Tier 2 teacher already. Also, make sure you tell us where you are teaching if you plan to student teach at your own school or in your own classroom.

PDF of Criminal Charges: This is only if you have a felony on record or any charges involving children or assault. Example-We only need to know if you had a DUI if you had children in the car.

Extra Information: If you have any extra information you want us to know you can type it in the comments box (if there is one) or you can type the information in a word document or PDF and upload it as an attachment. Title it: "Extra Information".

Electronic Signature

By signing this form, I certify that all the information reported on this form is complete and accurate and that I agree to all [electronic signature terms and conditions](#) set forth by Minnesota State Colleges and Universities.

[Click Here To Sign Form](#)

[Click here if you have trouble interacting with the signature pad](#)

Ensure you give us all the needed information to seek the proper placement for you. If you are working at a school...we need to know that! We can't guarantee a site, but we also don't know that you work in a school if you don't tell us. If your employment changes you need to notify us immediately. Switching schools may result in a delay of your student teaching experience.

STUDENT TEACHING PLACEMENTS are FINAL once secured!