

Dear Secondary Student Teacher Candidate,

This packet has been prepared especially for you, as you apply for Student Teaching. The Office of Placement and Licensure staff – Rhonda Bonnstetter, Faye Johnson, and Stephanie Fladhammer are here to help you with this process.

A few special notes:

- Please be sure to read this application packet and follow all directions carefully.
- Applications are due no later than Thursday, February 13, 2020 if you intend on student teaching during Fall Semester 2020 or Spring Semester 2021.
- Complete your application as soon as possible in order to allow plenty of time to address any issues you have along the way. Please do not let the deadline sneak up on you.
- All Teacher Candidates need to schedule a meeting with their Education advisor. The advisor will help you with the process and they must sign the Teacher Candidate/Education Advisor checklist.
- Secondary Teacher Candidates need to also meet with their Major advisor. Some departments require a full faculty presentation; schedule this meeting ASAP. The Teacher Candidate/Major Content Area Advisor checklist must be signed by the major advisor.
- Complete your Degree Check online through Registration and Records Office. You will need it signed by your advisors and their Department Chairpersons.
- Prepare a 'Resume' and 'Letter of Introduction'. See the guidelines included in this packet. These should only be one page; try to limit to front side only, you may use front and back if absolutely necessary. Be sure to check your spelling and grammar. If you need help, please contact the SMSU Writing Center.
- Secondary students must also include a one-page list of the title of the major course classes you have taken.
- Upload your 'Resume' and 'Letter of Introduction' to LiveText FEM once you receive your student teaching placement.
- If you have any questions, please contact the Office of Placement and Licensure.

Happy teaching,

*Dr. Rhonda Bonnstetter*

Director of Professional Educator Services  
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School of Education, IL 152  
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Marshall, MN 56258  
507-537-7059  
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**Student Name:** \_\_\_\_\_

**ED Advisor:** \_\_\_\_\_

**License Area:** \_\_\_\_\_

**Major/Content Area Advisor:** \_\_\_\_\_

**Mustang ID** \_\_\_\_\_

## **SMSU SECONDARY STUDENT TEACHING APPLICATION CHECKLIST**

ALL APPLICANTS MUST **SUBMIT THIS CHECKLIST** WITH THE FOLLOWING INFORMATION ATTACHED.

\_\_\_\_\_ Student Teaching Application with personal information, placement request and previous experiences listed

\_\_\_\_\_ Complete Teacher Candidate/Education Advisor Checklist

\_\_\_\_\_ Secondary K-12, 5-12 and 9-12 majors only - Complete Secondary Major/Content Area Advisor Checklist

\_\_\_\_\_ Degree Completion Plan (Yellow Sheet)

\_\_\_\_\_ Your one page Resume and your one page Letter of Introduction uploaded to LiveText FEM.  
This information is provided to your classroom mentor teacher and university supervisor. It gives them a chance to get to know a little bit about you.

\_\_\_\_\_ 5-12 or 9-12 majors only - add a one-page list of the titles of the major course classes you have taken.  
Please add this to the above Resume and Letter of Introduction sets in LiveText FEM.

**Please Note:** Proof of EMSP liability Insurance will be required before you can begin teaching during the 2020-21 academic year. Complete this process before student teaching starts.

**APPLICATIONS ARE DUE NO LATER THAN THURSDAY, FEBRUARY 13, 2020**

**WHEN ALL ITEMS ARE COMPLETED, SUBMIT THE APPLICATION TO  
THE OFFICE OF PLACEMENT AND LICENSURE (IL150A)**

**OFFICE USE ONLY:**

Student's Cumulative GPA: \_\_\_\_\_ Completed or Enrolled in ED 304: PSTE \_\_\_\_\_

Number of Credits Earned: \_\_\_\_\_ Grades with F, I, IP, NC, AU, or W have been addressed: \_\_\_\_\_

Student needs to contact Director of Professional Educator Services, IL 152, 507-537-7059: \_\_\_\_\_

Student Approved for Student Teaching Registration and Placement \_\_\_\_\_

Director's Signature

# SOUTHWEST MINNESOTA STATE UNIVERSITY

## Secondary 5-12, 9-12, K-12 Student Teaching Application - 12 credits Full Semester Placement Request Form Office of Placement and Licensure: 507-537-6152

### I. STUDENT PERSONAL INFORMATION

Name \_\_\_\_\_ Mustang ID \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Cell Phone \_\_\_\_\_  
while attending school

City, State, Zip \_\_\_\_\_ SMSU E-mail \_\_\_\_\_

Permanent Address \_\_\_\_\_ Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Grad Date \_\_\_\_\_

I understand that before I can be placed for Student Teaching, I must be admitted to the Education Program and must have met all requirements for student teaching.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The MTLE Basic Skills tests require a score of 240 or better; NES EAS is 520 or better. My most recent MTLE Basic Skills or NES EAS exam scores are: (access these in Eservices under Academic Records, Unofficial Transcript, by Subject)	Reading
	Writing
	Math
I am aware that I cannot obtain a Tier 3 license until I have passed the Content and Pedagogy tests. Please initial that you understand this licensure requirement.	_____
You will need to subscribe to the following while student teaching: SMSU EMAE List Serve and EMAE Insurance (coverage runs 9/1 to 8/31) Please initial that you understand this licensure requirement.	_____
Have you had any criminal charges filed against you, including DWI or DUI?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "yes", were you convicted	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "yes", attach material indicating the following information: <input type="checkbox"/> <i>crime</i> of which you were convicted <input type="checkbox"/> <i>court</i> in which you were convicted and sentenced	
<i>If you answered yes to questions above about criminal charges, you must meet with the SMSU Director Placement and Licensure before you can be placed. If this status changes, you have the responsibility to notify the SMSU Office of Placement and Licensure.</i>	

Signature of Teacher Candidate \_\_\_\_\_ Date \_\_\_\_\_

### II. STUDENT TEACHING PLACEMENT REQUEST\*

*\*If you already have a valid MN teaching license, you qualify for an Advanced Practicum instead of student teaching; contact the Director of Placement and Licensure and provide your File Folder Number to pursue this option.*

I will start my student teaching experience during:  Fall 20\_\_\_\_  Spring 20\_\_\_\_

My Major is: \_\_\_\_\_

I will be Student Teaching a full semester in:  Grades 7-8  Grade 9-12

I attended K-12 school in the following community(s) \_\_\_\_\_

During student teaching, I will be living in the following community \_\_\_\_\_

**III. I HAVE COMPLETED SMSU FIELD EXPERIENCES AS INDICATED BELOW**

<b>COURSES:</b>	<b>SEMESTER FIELD EXPERIENCE WAS COMPLETED</b>	<b>GRADE LEVEL AND LOCATION OF FIELD EXPERIENCE</b>
<b>ED 301: Teaching/Learning Process</b>		<b>MS 5-8      HS 9-12      TBD</b>
<b>ED 304L: Prof Dev &amp; Class App (Pre-student Teaching)</b>		<b>MS 5-8      HS 9-12      TBD</b>
<b>Gr. 5-6 Methods (5-12 majors only)</b>		<b>TBD</b> <b><u>Location:</u></b>

Revised 11/2019 -- BLUE

Student Name: \_\_\_\_\_

ED Advisor: \_\_\_\_\_

License Area: \_\_\_\_\_

Major/Content Area Advisor: \_\_\_\_\_

Mustang ID: \_\_\_\_\_

### Degree Completion Plan

I plan to graduate after completion of the following semester:    Fall 20 \_\_\_\_\_    Spring 20 \_\_\_\_\_

\_\_\_\_\_  
**Anticipated Graduation**

Example of Plan for Degree Completion:

Course Number	Credit Value of Course	Course Name	Term Course Scheduled	University Location of Course
ED 304	1 cr	Professional Development & Classroom Application	Spring 2018	SMSU
ED 463	12 cr	Student Teaching	Fall 2018	SMSU

Your Plan for Degree Completion for Courses not in Progress:

Course Number	Credit Value of Course	Course Name	Term Course Scheduled	University Location of Course

ED Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Major Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

ED Advisor: \_\_\_\_\_

License Area: \_\_\_\_\_

Mustang ID: \_\_\_\_\_

**SOUTHWEST MINNESOTA STATE UNIVERSITY  
STUDENT TEACHER/EDUCATION ADVISOR CHECKLIST**

*This checklist must be completed by your Education Advisor and included in your student teaching application.*

**The student teacher candidate and advisor have reviewed the student’s transcript/DARS and:**

(Ed Advisor please initial)

\_\_\_\_\_ Verified a cumulative GPA of 2.80 or higher

\_\_\_\_\_ Verified completion of ALL education/teaching major courses required before student teaching.  
If additional courses are required, please complete the Degree Completion Plan.

\_\_\_\_\_ Completed the degree check process

**Following a conference with the student teacher candidate and reviewing his/her application for placement, the following applies:**

Upon successful completion of the Degree Completion Plan, this student will be prepared to teach in his/her degree area.

This student **is not** fully prepared for student teaching in his/her degree area.

**Concerns:**

\_\_\_\_\_ ED Advisor’s Signature    Date

\_\_\_\_\_ Student Teacher Candidate’s Signature          Date

**Student Name:** \_\_\_\_\_

**Major/Content Area Advisor:** \_\_\_\_\_

**License Area:** \_\_\_\_\_

**Mustang ID:** \_\_\_\_\_

SOUTHWEST MINNESOTA STATE UNIVERSITY  
TEACHER CANDIDATE/MAJOR OR CONTENT AREA ADVISOR CHECKLIST

*This checklist must be completed by your Major/Content Area Advisor and included in your student teaching application. This applies to K-12, 5-12 and 9-12 secondary majors.*

**The student teaching candidate and Major/Content Advisor have reviewed the student's transcript/DARS and**

(Advisor please initial each item)

\_\_\_\_\_ Candidate's content area GPA is \_\_\_\_\_, and it satisfies the department's requirement for student teaching

\_\_\_\_\_ Verified completion of ALL content area courses which are required before student teaching. Courses yet to be completed are listed on the Degree Completion Plan.

\_\_\_\_\_ Completed the degree check process

**Following a conference with the student teacher candidate and reviewing his/her application for placement, I find the candidate:**

Upon successful completion of the Degree Completion Plan, this student will be prepared to teach in his/her content area.

This student is **not** fully prepared for student teaching in their content area.

**Concerns:**

\_\_\_\_\_  
Major/Content Area Advisor's Signature Date

\_\_\_\_\_  
Teacher Candidate's Signature Date

## **Guidelines for Resume and Letter of Introduction**

### **Professional Resume**

There are a number of ways to write a resume. You need to complete a one page (front and back if needed) resume in a professional manner. Feel free to explore the internet for ideas on the format or contact Career Services here on campus for suggestions. A third option is to go to the SMSU Library and ask for the reserved copy of the following book: *Expert Resumes for Teachers and Educators* by Wendy S. Enelow and Louise M. Kursmark.

### **Letter of Introduction**

The one page letter of introduction should emphasize how you arrived at your decision to become a teacher. Follow the guide A-E below, giving information in a brief, straight to the point format. This letter should be an example of your very best written communication skills. Be sure to type your name at the top of the page. You will want to proofread your letter prior to submitting it. Use spelling/grammar check! It is also a good idea to have another person edit it for spelling and/or grammatical errors. This letter of introduction will be shared with your Classroom Mentor and University Supervisor.

- |                              |  |
|------------------------------|--|
| A. Introduction:             | Introduce yourself   |
| B. Secondary School:         | Where did you go to school?<br>Tell about favorite subjects, etc.                            |
| C. Field Experiences:        | How did your field experiences help you to finalize your decision to become a teacher?       |
| D. Work Experience & Skills: | What jobs have you held?<br>What job skills do you have?                                     |
| E. Career Goals:             | What goals do you have for the future?<br>What do you expect to be doing ten years from now? |

**Remember you are to upload your Resume and Letter of Introduction to LiveText FEM once you receive your placement.**



## Understanding of Student Teaching Expectations and Coaching/Jobs

It is the SMSU Education Department's philosophy that student teaching is a full-time job and requires a student's full attention to be successful. Therefore, the department strongly discourages any outside commitments during this time including coaching and/or jobs. Should you decide to ignore this advice and your student teaching is not satisfactory, you will be placed on a growth plan. If you are unable to meet the expectations of the growth plan your student teaching placement may be discontinued until a time when you are able to fully meet the obligations and rigor of full-time student teaching.

I understand the department's philosophy regarding outside commitments such as coaching and working during the student teaching experience. I understand that I am expected to inform the department of any coaching or work commitments and that I will be held to the same expectations and standards as other students.

*Prior permission from the mentor teacher and faculty is required should coaching duties interfere with student teaching duty days. Any missed days due to coaching will need to be made up.*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Student Teaching Placement Information

School \_\_\_\_\_

Mentor Teacher \_\_\_\_\_

University Supervisor \_\_\_\_\_

### Job or Coaching Details

Location \_\_\_\_\_

Hours \_\_\_\_\_

Duties \_\_\_\_\_