

Dear Special Education, Early Childhood Special Education, or TESL Student Teacher Candidate,

A few special notes:

- Please be sure to read this application packet and follow all directions carefully.
- Applications are due no later than February 11, 2022 if you intend on student teaching during Fall Semester 2022 or Spring Semester 2023.
- All Special Education Teacher Candidates need to schedule a meeting with their Special Education advisor. The advisor will help you with the process, and they must sign the Teacher Candidate/Special Education Advisor checklist.
- All Teacher Candidates with an additional major also need to schedule a meeting with their advisor for the additional major(s). The advisor will help you with the process, and they must sign the Teacher Candidate/Major Advisor checklist.
- Complete your Degree Check online through Registration and Records Office. Once your advisor has signed this, you or your advisor should route this to Jen Swanson to obtain the School of Education Chairperson signature; she will then track and route this to the Registration Office/Sarah Schmuhl.
- Prepare a 'Resume' and 'Letter of Introduction'. See the guidelines included in this packet. These should only be one page/sheet of paper in length. 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.
- 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.
- Forms must be signed by advisor/s before we will find you a placement.
- Forms must be signed by advisor/s before you may register for student teaching.
- When your registration window is open...contact Rebecca Panka to obtain an override for your student teaching courses. Contact your advisor for the registration code. You will need an override and the code in order to register for student teaching.

Happy teaching and learning,

Rebecca Panka

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Keep this sheet for your reference!

Candidate Name: _____

ED Advisor: _____

License Area: _____

Major/Content Area Advisor: _____

Mustang ID _____

Course # for student teaching: _____

SMSU SPECIAL EDUCATION / ECSE / TESL 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

_____ Complete Teacher Candidate/Special Education Advisor Checklist

_____ Complete Teacher Candidate/TESL Advisor Checklist (if applicable)

_____ 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.

Please Note: Proof of EMAE liability Insurance will be required before you can begin teaching during the 2022-2023 academic year. Complete this process before student teaching starts.

APPLICATIONS ARE DUE NO LATER THAN THURSDAY, FEBRUARY 11, 2021

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

OFFICE USE ONLY:

Candidate's Cumulative GPA: _____ Completed or Enrolled in SPED/ECSE/TESL 459/L: PSTE _____

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

Candidate needs to contact Director, IL 152, 507-537-7059: _____

Candidate is approved for Student Teaching Registration and Placement _____

Director's Signature

SOUTHWEST MINNESOTA STATE UNIVERSITY

**Special Education Student Teaching / ECSE / TESL
Full Semester Placement Request Form
Office of Placement and Licensure: 507-537-6152**

I. CANDIDATE 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 Teacher Education Program, and must have met all requirements for student teaching.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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: K-12 SPED – ABS only ECSE ECSE plus _____

K-12 SPED plus _____ * TESL TESL plus _____

*PLEASE MAKE NOTE: Double majors will have an extended placement

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

COURSES:	SEMESTER FIELD EXPERIENCE WAS COMPLETED	GRADE LEVEL AND LOCATION OF FIELD EXPERIENCE
ED 302/404: Literacy Methods		<u>Location:</u> <u>Grade Level:</u>
ED 361/424: Math		<u>Location:</u> <u>Grade Level:</u>
ED 443/444 or ED 458: Action Research		<u>Location:</u> <u>Grade Level:</u>
ECSE 304L/459L OR SPED 304L/SPED 459L OR TESL 304L/TESL 459L: Pre-Student Teaching Experience (PSTE)		<u>Location:</u> <u>Grade Level:</u>
ED 402: Early Literacy/Linguistics		<u>Location:</u> <u>Grade Level:</u>
ECSE 432: Infants & Toddlers in ECSE lab		Pre-K TBD <u>Location:</u>

ABS		ECSE		
SPED 440		OR 441		TBD <u>Location:</u> <u>Grade/Age level:</u>
SPED 459L: PSTE		ECSE 459L: PSTE		TBD <u>Location:</u> <u>Grade/Age level:</u>

TESL		
TESL 435 Methods:		<u>Location:</u> <u>Grade Level:</u>
TESL 459L: PSTE		<u>Location:</u> <u>Grade Level:</u>

Candidate Name: _____

ED Advisor: _____

License Area: _____

Major/Content Area Advisor: _____

Mustang ID: _____

Degree Completion Plan

NOTE: all courses in your major, including MnTC Goal areas, must be completed prior to your student teaching semester. This plan shows when your courses will be completed.

I plan to graduate after completion of student teaching in the following semester:

Fall 20 _____ Spring 20 _____

Example of Plan for Degree Completion:

Course Number	Credit Value of Course	Course Name	Term Course Scheduled	University Location of Course
SPED/ECSE/ TESL 459	1 cr	Professional Development & Action Research	Spring 2021	SMSU
ED 463	12 cr	Student Teaching	Fall 2021	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: _____

Candidate Signature: _____ Date: _____

Candidate Name: _____

ED Advisor: _____

License Area: _____

Mustang ID: _____

**SOUTHWEST MINNESOTA STATE UNIVERSITY
STUDENT TEACHER/ SPECIAL EDUCATION/ECSE/TESL ADVISOR CHECKLIST**

This checklist must be completed by your SPED/ECSE/TESL Advisor and included in your student teaching application.

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

(SPED/ECSE/TESL 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:

Date

SPED/ECSE/TESL Advisor's Signature

Student Teacher Candidate's Signature Date

Understanding of Student Teaching Expectations and Coaching/Jobs

It is the SMSU School of Education's philosophy that student teaching is a full-time job and requires a candidate's full attention to be successful. Therefore, the department strongly discourages any outside commitments during this time including coaching, student athletics 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, 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.

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

Student Teacher Printed Name

Signature: I acknowledge and will abide by the policy.

Date

Student Teaching Placement Information (fill in after placement is made)

School _____

Mentor Teacher _____

University Supervisor _____

Coaching, Student Athlete or Job Details:

Location _____

Hours _____

Duties _____

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?
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?
What job skills do you have? |
| E. Career Goals: | What goals do you have for the future?
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.

Keep this sheet for your reference.