



Dickinson State University Department of Teacher Education Student Teaching Application Instructions

Applications for Student Teaching are due in the Department of Teacher Education Office on or before the deadline:

Fall Student Teaching Applications: *October 1*
Spring Student Teaching Applications: *March 1*

Applications Requirements:

1. Attend the mandatory meeting for Student Teaching applicants early in the application term;
2. Apply for graduation;
3. Prepare and present your portfolio to a faculty team prior to the application deadline;
4. Provide six wallet sized photos;
5. Compose a personal narrative;
6. Complete a Student Teaching Application;
7. Obtain Proof of Liability Insurance (*spring applicants may request an extension with the Director of Field Experiences*);
8. Complete a fingerprint packet;
9. Candidates approved to student teach will attend a **mandatory** meeting at the end of the application term.

Requirements for Student Teaching:	
<input type="checkbox"/>	6 - 2"X3" wallet-size photos; head and shoulder shot, portrait orientation
<input type="checkbox"/>	Personal narrative
<input type="checkbox"/>	2.75 Cumulative GPA
<input type="checkbox"/>	2.75 GPA in Major
<input type="checkbox"/>	2.50 GPA in Minor
**Student will need to complete an eligibility spreadsheet to determine GPA in Major and Minor.	
<input type="checkbox"/>	Completion of all major and professional education courses with a "C" or better ("S" for "S/U" courses)
<input type="checkbox"/>	Completion of appropriate Praxis II exams
<input type="checkbox"/>	Proof of Liability Insurance
<input type="checkbox"/>	Completion of FBI/BCI criminal background check through ESPB
<input type="checkbox"/>	Successful portfolio defense

All of these actions must be successfully completed in order for you to student teach in the desired semester. If you do not meet these requirements, please contact your advisor in the Department of Teacher Education before you complete and submit your application.

You will ***NOT*** enroll yourself in the student teaching course (ELED 498A/K or SEED 498). Rather, this is handled by the Teacher Education Department. In order for you to be enrolled in the course, you must:

- 1) Take care of any holds that exist on your account, and
- 2) Accept the Financial Aid Obligation Agreement in Campus Connection for the semester in which you will student teach.

GUIDELINES

1. Personal Narrative

Candidates will create a 2-page, double-spaced personal narrative using the format listed below. The narrative should be professional quality, computer generated, and demonstrate cognizance of the mechanics of composition. Be sure to include your name at the top of the document. Have your advisor or some other faculty member proofread the document before you submit your application. **This serves as your first introduction to your cooperating teacher(s) and principal. Make it a positive one!**

Outline for Personal Narrative:

- I. Why do you want to become a teacher?
- II. **EARLY LIFE:** This might include where you were born and raised and a little about your family. This section need not be long.
- III. **ELEMENTARY AND SECONDARY SCHOOL:** Where did you attend school? What subjects did you enjoy? In what extracurricular activities were you engaged?
- IV. **WORK EXPERIENCE:** Have you been employed? If so, what type of work did you perform?
- V. **COLLEGE:** What college(s) have you attended? What types of activities have you taken part in during your college life?
- VI. **STUDENT TEACHING/FUTURE:** What do you want to achieve in your student teaching experience? What are you looking forward to in your experience? What do you expect to be doing five years from now? What goals do you have for the near future?

2. Photographs

6 - 2"X3" wallet sized photographs need to be submitted with the application. The photographs must be head and shoulder photographs. No snap shots/"selfies" will be accepted. Photographs must be cut apart and your name printed on the back. Tape one of your photos on a plain, white sheet of paper. Photos must be vertical when printed, no horizontal pictures.

Student Placement Policy

Student teaching candidates are permitted to request up to three districts/schools in which to complete the student teaching experience; however, they are not guaranteed placement in their preferred sites. Factors included in the placement decision-making process include variation of the candidate's early field experiences, as well as the needs of the cooperating school/district. Additionally, secondary candidates cannot complete their student teaching experience in the same high school from which they graduated; and **no candidate may complete student teaching with a cooperating teacher who was once his/her teacher in a K-12 setting**. Under no circumstances should candidates attempt to secure their own placements. All arrangements for student teaching are handled through the Field Experiences Coordinator.

Candidates will be placed within an 80-mile radius of their base campus. If they wish to complete their student teaching beyond this radius, the following conditions must be met: (1) Candidates must have a 3.0 cumulative and content-specific GPA; (2) Candidates must have the recommendation from both a Teacher Education faculty member and one other faculty member (*see the "Out of Area Application"*); and (3) Approval from the Teacher Education Council.

If the aforementioned conditions have been met, the Field Experiences Coordinator will attempt to secure an out-of-area placement. Such placements incur additional fees for university supervisor travel and/or contract remuneration. Depending on the distance from campus, the chair may assign a DSU faculty member to serve as university supervisor. In those cases, candidates are responsible to paying additional travel expenses beyond the 80-mile radius. In cases where a DSU faculty member cannot serve as university supervisor, a supervisor closer to the placement site will need to be hired. Candidates will be responsible for paying the full supervision fee, which varies regionally within the range of \$350 to \$3000. Fees associated with out-of-area placements will be added to the candidate's DSU bill for student teaching term.

Fingerprinting Procedure

All candidates will need to be fingerprinted for student teaching, following the ESPB instructions. You will submit your fingerprints (and other related materials) with your application. **DSU will send your fingerprints to ESPB for you.** If you have been fingerprinted for a substitute license in the last few months, you do **not** need to complete the fingerprint packet. However, you will need to include with your application the confirmation email that you received from ESPB.

The Dickinson Police Department fingerprints on Wednesday and Friday from 9:00 am to 12:00 pm. Applicants will need to bring \$15 for the fingerprinting fee and a valid driver's license.

Bismarck-based applicants must make an appointment for fingerprinting with ID METRIC (701-250-2191).

Once your fingerprints are processed, ESPB will send you an email containing the results of your fingerprint background check. You **must** forward this email to dsu.education@dickinsonstate.edu.



Dickinson State University Teacher Education Program Student Teaching Application

Name:			
Address:		Major:	<input type="checkbox"/> Elementary Education
			<input type="checkbox"/> Secondary Education: Choose a subject
			<input type="checkbox"/> K-12: Choose an item.
EMPL ID:		Minor and/or Endorsements:	
Phone:			
Email:			
*Please provide DSU email address and a personal email address. *			

Student Teaching Placement Request:		
Grade level preference:		
	School:	Reason:
Choice #1:		
Choice #2:		
Choice #3:		
**Although consideration will be given to preferences for grade level and district/school, there is no guarantee of placement in preferred grade or district/school.		

NOTE: Candidates who wish to student teach outside an 80-mile radius of Dickinson or Bismarck will need to refer to the Teacher Education Handbook for application process and requirements.

Recommendation of Department (For Office use only.)		
<input type="checkbox"/>	Approved	
<input type="checkbox"/>	Approved with Concerns	Concerns:
<input type="checkbox"/>	Denied	Reasons:
Department Chair Signature:		
Date:		

Recommendation of Teacher Education Council (For Office use only.)		
<input type="checkbox"/>	Approved	
<input type="checkbox"/>	Approved with Concerns	Concerns:
<input type="checkbox"/>	Denied	Reasons:
Teacher Education Council Chair: Date:		

Consent to Release of Background Record:

The Family Educational Rights and Privacy Act (FERPA) establishes certain rights for students regarding the privacy of their records. While parents, guardians, spouses, and others may have an interest in the student's record, access to or release of the education record is only by written student consent.

I consent to the sharing of the criminal background investigation information provided by the State of North Dakota with the administrator of the school in which I have been assigned to complete my student teaching by the DSU Department of Teacher Education. This documentation includes the Bureau of Criminal Investigation and Federal Bureau of Investigation.

I understand that I will be required to provide a copy of my background investigation document to the DSU Department of Education before my student teaching semester begins.

I acknowledge by my signature that I understand although I am not required to release my records, I am giving my consent to release that information.

Teacher Candidate Signature

Printed Name

Date

Student Teaching Agreement

I affirm that I have met or will meet by the end of this term all the requirements to Student Teach.

I agree to:

1. Follow policies as stated in the Teacher Education Handbook and the Student Teaching Handbook;
2. Adhere to the school district policies at the student teaching placement site;
3. Complete background checks and submit results to the Department of Teacher Education office by May 1 (if student teaching in the fall) and December 1 (if student teaching in the spring);
4. Complete Praxis II testing both in the subject area and the Principles of Learning and Teaching and send results to the Department of Teacher Education office;
5. Demonstrate professionalism throughout the student teaching experience;
6. Complete all requirements of the student teaching assignment;
7. Establish and maintain a collaborative and respectful relationship with the Cooperating Teachers, University Supervisor, other educators, administrators, students and the Director of Field Placements;
8. Maintain confidentiality of all faculty/student communications or interaction that occur during, or are associated with, the student teaching experience; and
9. Maintain confidentiality of all faculty/student communications or relations that occur during, or are associated with the experience. Students will adhere to the confidentiality policies of the cooperating program and expectation of the university. Students will not discuss their experience with anyone outside of their cooperating teacher, mentor, and professor. Facebook, Twitter and Texting photos or information about the children or families is prohibited. Violation of the confidentiality policy may result in termination from the experience.

I acknowledge:

1. I have accessed the Teacher Education Council's Student Teaching Handbook either online or hard-copy. I have read and agree to abide by the standards, policies, and procedures defined or referenced in the handbook. I understand that I have an obligation to inform the Field Experiences Coordinator (FEC) of any changes in person information. I also accept responsibility for contacting the FEC if I have any questions, concerns, or need further explanation;
2. I have provided (or will provide before student teaching starts) proof of liability insurance to the Department of Teacher Education;
3. I understand and accept the condition that the Teacher Education Council, Dickinson State University, and the assigned public school district are released from any liability related to accidents or any other unexpected event which may occur in conjunction with my participation in required or voluntary activities during student teaching.

With my signature below I willingly accept to uphold any and all requirements as stated above. Failure to fulfill any of the above requirements may result in disciplinary action that might include removal from the student teaching experience.

Teacher Candidate Signature: _____

Printed Name: _____

Date: _____



Application for Student Teaching Outside the 80-mile Radius

Teacher Candidate Name: _____ Date: _____

Student Teaching Term: _____ Major & Minor/Endorsements: _____

Name of School Requested: _____ City/State: _____

****NOTE:** Your preferences will be taken into consideration when placements are made; however, there is no guarantee that you will be placed in this school.

Out of Area (OOA) Placement Agreement

I have asked for an Out of Area placement for student teaching and understand there are qualifications that must be met in order for the Out of Area placement to be secured.

I understand...

There will be a charge placed on my student account to cover the cost of an Out of Area Supervisor (university supervisor). The minimum amount is \$300 per placement. The OOA Supervisor can charge up to \$3000.

The Teacher Education Council grants final approval to students that meet the criteria for Out of Area Placement.

I agree to the requirements outlined in the Teacher Education Handbook for Out of Area Placements.

Please justify your request to teach out of the 80-mile radius (e.g., diverse population, size of school district, job opportunities).

Teacher Candidate Signature: _____ Date: _____



Recommendation Form to Accompany the Application for Student Teaching Outside the 80-mile Radius

Teacher Candidate's Name: _____ **Date:** _____

Note to Teacher Candidate: Submit this form to two different faculty members: One should be your Academic Advisor and the second; a Teacher Education faculty member.

Faculty Member: Please print name.									
Please evaluate the above named student on the criteria listed below. The rating scale is based on (4) Exceeds Expectation; (3) Meets Expectation; (2) Developing; and (1) Emerging.									
	4	3	2	1		4	3	2	1
Knowledge of subject matter					Initiative				
Resourcefulness					Attendance record				
Communication skills					Personal appearance				
Ability to work with others					Promise for professional growth				
Judgement and tact					Flexibility				
Instructional ability					Punctuality				
Maturity of student					Character/conduct				

Supplementary or summary remarks: **Faculty Member:** Please use this section to comment on the teacher candidate's professional training and other factors that would be relevant to this teacher candidate's application to teach outside our normal radius of 80 miles. Comments should specifically address the issue of potential success in this requested student teaching experience. Please be aware that your comments will be reviewed by the Teacher Education Council. **Please return to the Department of Teacher Education when completed.**

Faculty signature: _____ **Date:** _____