

DIRECTIONS FOR COMPLETING THE STUDENT TEACHING APPLICATION & FOLDER

NOTE: You must have been accepted into the Teacher Education Program, have a 2.5+ GPA, and have passed the Praxis to apply. Subject tests should be taken before student teaching, in case a retake is required.

- 1) Review Application and ask any questions you may have.
- 2) Complete all requested information using correct spelling, punctuation & grammar. If mistakes are found, the entire packet will be returned.
- 3) Turn in all requested information to **advisors**.
- 4) **Turn in the following items in a folder:**
 - a) Completed Student Teaching Application
 - b) 3 copies of Introduction Letter for potential cooperating teacher
 - c) 3 copies of your Philosophy of Teaching Statement
 - d) 3 copies of your resume
 - e) 3 copies of your Field Experience Data Sheets
 - f) 3 copies of your Transcript. [Secondary-also include list of major courses and GPA for that group of courses] You can get these from Carmen Polk.
 - g) 1 copy of a Reflective Journal Sample
 - h) 1 copy of an Instructional Plan
 - i) 1 copy of Analysis of Lesson-you have taught

Please paper clip or staple items b-f together into 3 packets and do not submit information in plastic covers.

(This is separate from your Teacher Education portfolio and that process)

****All applications turned in without all requested items will be returned to student as incomplete and may delay placement. No request for a specific placement, including grade level, subject, location, teacher, etc. is guaranteed.**

Please do not apply to student teach if you have not been admitted to the Teacher Education Program

DON'T FORGET TO KEEP A COPY OF EVERYTHING FOR YOUR RECORDS!

If you have any questions, feel free to call me at (w) 955-6093, (h) 769-4424, e-mail me at csquier@indy.rr.com.

Good Luck!
Christine Squier
Student Teacher Coordinator