

## **STUDENT TEACHING APPLICATION**

### **\*DEADLINE FOR SUBMITTING APPLICATION\***

**The application deadline, which is of utmost importance, is set for Friday of Week 3 of the semester before your student teaching. Submitting your application on time is crucial to ensure a smooth process.**

Please note that a \$25.00 fee will be required for any late student teaching applications.

Even if you haven't passed the Praxis Exam (Elementary and ECE only), it's not a barrier to submitting your application. We understand that students may still be preparing for this exam, so we encourage you to submit your application on time, regardless of your exam status.

### **ITEMS NEEDED BEFORE COMPLETING APPLICATIONS**

- It's essential to have all the necessary documents ready before completing your application. This includes up-to-date transcripts, which you can obtain from the CSU Pueblo Records Office or print from the CSU Pueblo website. These transcripts and those from other colleges you've attended should be submitted with your application.
- **PRAXIS Exam Score Report**: Attach a copy of your passing scores on the PRAXIS exam for ***Elementary and ECE ONLY***.
- **Fingerprinting sent to Colorado Department of Education**: This only needs to be completed once for CDE. You can check your fingerprint status by going to your e-Licensing (COOL) account with CDE, and under the profile tab, you will see your fingerprint status. Detailed directions to get fingerprinted if you have not done so are located at <https://www.cde.state.co.us/cdeprof/studentteaching>

### **REQUIREMENTS FOR STUDENT TEACHING APPROVAL**

Applications will not be reviewed unless you have been admitted to the School of Education (SoE). For you to be approved for student teaching, you must meet the following requirements;

1. Submit a completed Application for Student Teaching (signed by your major advisor, education advisor, and yourself) with an up-to-date student copy transcript, updated and signed copies of major and education advisement forms, your resume, copies of your PRAXIS score report (Elementary and ECE Only), and verification of completion of field experience hours. Ask your education minor advisor to print the form from TEIMS.
2. A grade of C or better in all courses required for licensure.
3. A 2.5 grade point average for all courses included in your major.
4. A 2.6 cumulative grade point average.
5. Complete all required coursework in your major and licensure program before student teaching. Students may only enroll in either ED 485 or ECE 485 and either ECE 486, ED 487, ED 488, or ED 489 during the student teaching semester. Coursework that is in progress or to be completed before student teaching must be listed on the application.
6. All field experience hours are completed and recorded in the School of Education office. Cooperating teachers complete all online evaluations for field experience, except for current field experience placements.
7. Taken and passed the PRAXIS Exam (**Elementary and ECE only**); submitted a School of Education e-portfolio – due at the end of the semester immediately before student teaching; 2.6 cumulative GPA.

### **BASIS FOR APPROVAL OR DENIAL**

Final approval is contingent upon meeting all of the requirements listed above and the recommendation of the education faculty. Since most students will not have completed all required classes during the semester in which the application is submitted, provisional approval will be granted pending satisfactory completion of all coursework. Failure to satisfy other requirements will result in a “denial” of your application. If your application is denied, it will be necessary for you to reapply for student teaching when deficiencies have been remediated.

## **STUDENT TEACHING APPLICATION**

### **Directions for completing the application**

1. The impression you make when filling out this form could influence whether the public school officials approve your request to student teach in their school. Therefore, please either print neatly or type your application.
2. Schedule a meeting with your MAJOR advisor and education MINOR advisor to complete and sign the application. All required courses that have not yet been completed must be listed on the first page of the application. Your MAJOR advisor will compare your transcript to your advisement sheet to check the accuracy of your list.
3. Return the completed application to the School of Education office by the deadline (Friday of the third week of the semester before student teaching).
4. The School of Education faculty will review your application for student teaching. Final approval will be contingent upon completing all licensure requirements, including a minimum GPA of 2.5 for all courses in your major and a cumulative GPA of at least 2.6 since admission to the School of Education requires it.
5. After reviewing your application, you will receive a letter stating your acceptance, conditional acceptance, or denial.
6. If you are accepted or conditionally accepted, the School of Education staff will begin the student teaching placement process.
7. Your semester of student teaching includes the Capstone seminar. All seminars are part of your student teaching semester, and attendance is mandatory. Each seminar will be live-streamed or recorded and available to student teachers outside the Southern Colorado region.
8. While your deadline for submitting this application is early in the semester, confirmations take time for districts to process. Generally, this process takes one full semester. You will be notified when your placement has been confirmed.
9. Each student will meet with the Director of Student Teaching to discuss their placement, opportunities for compensation, and grant incentives for rural student teaching.

### **Placement Considerations**

- Your goal should be to teach students within a school district where you will be looking for a teaching position. Schools will not appreciate your wanting to teach students and not apply for a job with them.
- If you are requesting a placement outside of any of the partner districts listed, please attach a short essay explaining why you are requesting a placement in a non-partnership district for faculty approval.
- The Director of Student Teaching cannot guarantee placement within any school district or that your grade/level preferences will be met.
- Numerous opportunities for grants and stipends are available for candidates interested in student teaching in rural locations.
- Compensated student teaching opportunities are available and must be created in coordination with the student teacher, the host school district, and the School of Education.

## STUDENT TEACHING APPLICATION

Semester: ☐ Fall ☐ Spring Year: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

NetID: C\_\_\_\_\_

**Non-CSU Pueblo** Email: \_\_\_\_\_

Major: \_\_\_\_\_

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

Education Minor Advisor: \_\_\_\_\_

**All courses must be completed before student teaching assignments begin.** List below all courses in which you are currently enrolled, all courses with an incomplete grade, plus any courses yet to be taken which apply to your endorsement area and other licensure requirements.

Course #	Course Title	Credits	Semester to be completed

**\*This section to be completed by the advisor in consultation with the student.\***

**Verified items:**

- ☐ 2.5 GPA in courses in major
- ☐ 2.6 cumulative GPA
- ☐ Grade of "C" or better in all courses required for licensure
- ☐ Student plans to work during student teaching ☐ Yes ☐ No

**Attached items:**

- ☐ Current DARS audit
- ☐ Copy of PRAXIS Exam scores (**Elementary and ECE Only**)
- ☐ Copy of fingerprint clearance page from CDE Licensing account (COOL) shows on profile page
- ☐ Work schedule attached (if the student will be working)

**Advisor MUST complete:**

- ☐ I have reviewed this application and certify this student will have met all requirements for acceptance for student teaching as soon as all the above courses have been completed.
- ☐ This student has not met all requirements at this time (Please list deficiencies)

\_\_\_\_\_  
MAJOR Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## STUDENT TEACHING APPLICATION

### DEPARTMENT:

- ☐ Recommend      ☐ Recommend with reservations      ☐ Does NOT recommend

\_\_\_\_\_  
Student's MAJOR Department Chair Signature

\_\_\_\_\_  
Date

### EDUCATION MINOR:

#### Verified Items

- ☐ Is there a support plan? ☐ Yes      ☐ No      If yes, is the support plan resolved? ☐ Yes ☐ Ongoing  
    ○ If the plan is ongoing, then what are the conditions for student teaching? \_\_\_\_\_
- ☐ Passing scores on the PRAXIS exam (**Elementary and ECE Only**) *If not, then date scheduled* \_\_\_\_\_
- ☐ All online evaluations completed by field experience cooperating teachers in TEIMS
- ☐ Field experience hours from TEIMS (**number of hours completed** \_\_\_\_\_). *TEIMS report printed and attached.*

- ☐ Recommend      ☐ Recommend with reservations      ☐ Does NOT recommend

\_\_\_\_\_  
Student's Education MINOR Advisor Signature

\_\_\_\_\_  
Date

## **STUDENT TEACHING APPLICATION**

### **Student Teaching Placement Information**

#### Partner Districts/Schools

- ☐ District 60
- ☐ District 70
  - ☐ Mountain/Rye
  - ☐ Pueblo West
  - ☐ Mesa
- ☐ Fountain Fort Carson District 8
- ☐ Academy D 20 – Colorado Springs
- ☐ District 11 – Colorado Springs
- ☐ Fremont Re-2
- ☐ Canon City Schools
- ☐ Widefield District 3
- ☐ Harrison District 2

#### **Charter/Private**

- ☐ Villa Bella
- ☐ Swallows
- ☐ St. John Neumann
- ☐ PSAS
  - ☐ Jones Campus
  - ☐ Fulton Heights
- ☐ Mountain View Core Knowledge School
- ☐ Other: \_\_\_\_\_

Preferred School within district listed above: \_\_\_\_\_

Preferred teacher at school above: \_\_\_\_\_

Do you have any family working or attending your preferred school      Yes      No if **yes**, please disclose the conflict of interest below:

**Early Childhood/Elementary Licensure – indicate your preferred grades:** \_\_\_\_\_, \_\_\_\_\_

**Secondary Licensure:**      ☐ Middle School      ☐ High School

**K-12 Licensure:**      ☐ Elementary      ☐ Middle School      ☐ High School      ☐ Split

**\*\*\*For split, please indicate which two levels you prefer to student teach\*\*\***

**MUSIC Only:**      ☐ Vocal      ☐ Instrumental

## **STUDENT TEACHING APPLICATION**

### **ADDENDA**

\*We do not recommend that you work more than 20 hours a week during student teaching. If you plan to work during student teaching, please attach a copy of your tentative work schedule to this application.

\*All students must attend a workshop on e-portfolio requirements scheduled in the semester the application is due.

\*Do you have any condition which would impede your ability to perform the necessary job related functions of a professional educator or which could adversely affect the health, safety, or welfare of students in your charge?

☐ No      ☐ Yes, and attach an explanation

\*Have you ever been convicted of a felony or misdemeanor (other than a misdemeanor traffic offense or traffic infraction)?

☐ No      ☐ Yes, and attach an explanation

\*I have read and understand the full contents of the student teaching application and information contained within the application and information pages.

Initials: Director of Student Teaching \_\_\_\_\_ Student Teacher \_\_\_\_\_

## **STUDENT TEACHING APPLICATION**

### **SAMPLE TIMELINES**

*Timelines are not exact and may vary by semester and by district. The intent of this sample is to give you a brief idea of what to expect and when.*

#### **Semester PRIOR to student teaching**

- ☞ 3<sup>rd</sup> week - ST applications are due to the SoE office
- ☞ 4<sup>th</sup> – 5<sup>th</sup> week – application information verified
  - Faculty approves/denies applications
- ☞ 5<sup>th</sup> – 6<sup>th</sup> week – letter of approval, conditional approval, or denial sent to applicants
- ☞ Beginning of Nov/Apr – placement requests sent to districts
  - E-portfolio workshop
- ☞ Beginning of Dec/May – finalized placements sent to students (as received from districts)
- ☞ End of Finals week – e-Portfolio due
- ☞ Middle of Dec/End of July – Pre-student teaching meeting
- ☞ Beginning of Aug/January – Report to host school for beginning of the host school semester