

STUDENT TEACHING APPLICATION

DEADLINE FOR SUBMITTING APPLICATION

Applications must be submitted by Friday of Week 3 of the semester before your student teaching.

*****A \$25.00 fee will be required to submit a late student teaching application.*****

An incomplete application is better than no application submitted at all. Not having the Praxis Exam (Elementary and ECE only) passed will not prevent you from submitting an application, if you have yet to pass the Praxis Exam (Elementary and ECE only) and plan to student teach, be sure to submit your application on time.

ITEMS NEEDED BEFORE COMPLETING APPLICATIONS

- ☐ **Transcripts:** It will be necessary to have up-to-date transcripts in order to complete this application. You should obtain a STUDENT COPY transcript from the CSU Pueblo Records Office or print it from the CSU Pueblo website and take it to your major and education minor advisors when you have your application reviewed and signed. Submit this transcript with your application along with all transcripts from other colleges you have attended.
- ☐ **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 is 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). In order for you to be approved for student teaching, you must meet the following requirements;

1. Submission of a completed Application for Student Teaching (signed by your advisor and yourself) with an up-to-date student copy transcript, updated & signed copies of major advisement forms 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. Completion of all course work required 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. Course work that is in progress or to be completed before student teaching must be listed on the application.
6. All field experience hours completed and recorded in School of Education office and completion of all online evaluations by cooperating teachers 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 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 course work. 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.

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Directions for completing application

1. The impression you make in 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 completed application to the School of Education office by the deadline (Friday of the 3rd week of semester prior to student teaching).
4. The School of Education faculty will review your application for student teaching. Final approval will be contingent upon your completing all requirements for licensure 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. Following the review of your application, you will receive a letter that will state 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 made available to student teachers outside of 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 student teach within a school district in which you will be looking for a teaching position. Schools will not appreciate the fact that you want to student teach with them, and not apply for a job with them.
- If you are requesting an out of state placement, please know that the onus will be on you to set up the experience.
- If you are requesting a placement outside of any of the seven districts listed below, please attach a short essay explaining why you are requesting a placement in a non-partnership district.
- The Director of Student Teaching cannot guarantee a 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.

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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 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 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

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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 support plan resolved? ☐ Yes ☐ Ongoing
 ○ If plan is **ongoing**, then what are 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

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Student Teaching Placement Information

- ☐ Pueblo City Schools D60
- ☐ Pueblo County Schools D70
 - ☐ Pueblo West
 - ☐ St. Charles Mesa
 - ☐ Rye
- ☐ Fountain Ft. Carson D8 (Requires supplemental application through the district – see director of student teaching for information)
- ☐ Widefield D3 (Requires supplemental application through the district – see director of student teaching for information)
- ☐ Harrison D2 (Requires supplemental application through the district – see director of student teaching for information)
- ☐ Colorado Springs D11
- ☐ Canon City Re-1
- ☐ 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 student teaching, please indicate which two levels you prefer to student teach

MUSIC only: ☐ Vocal ☐ Instrumental

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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 if so, please 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 if so, please 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 _____

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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

- ☞ 3rd week - ST applications are due to the SoE office
- ☞ 4th – 5th week – application information verified
 - Faculty approves/denies applications
- ☞ 5th – 6th 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