



Application to Student Teaching Middle/Secondary Education Program

Complete information concerning your application to Student Teaching is contained in the *School of Education Undergraduate Education Student Handbook* (available on-line at:

<http://resources.css.edu/academics/edu/undergrad/handbook/undergradhandbook2015.pdf>)

Student Information			
Name: _____	Permanent Address: _____		
CSS ID # _____	City: _____ State: _____		
CSS Box #: _____ Local Phone: _____	Zip: _____		
School e-mail: _____	Phone #: (____) _____		
Cell Phone: _____			
Content Major Advisor: _____			
Previous Field Experiences			
EDU 2805	Teacher: _____	School: _____	Grade(s): _____
EDU 3805	Teacher: _____	School: _____	Grade(s): _____
Content Area	Teacher: _____	School: _____	Grade(s): _____

Academic Major: (Check all that apply.)	<input type="checkbox"/> Biology <input type="checkbox"/> Chemistry <input type="checkbox"/> English <input type="checkbox"/> Mathematics <input type="checkbox"/> Instrumental Music <input type="checkbox"/> Vocal Music <input type="checkbox"/> Social Studies <input type="checkbox"/> Spanish
--	--

Student Teaching Preferences	
Semester:	<input type="checkbox"/> Fall 2019 <input type="checkbox"/> Spring 2020
Grade Span:	<input type="checkbox"/> K-5 <input type="checkbox"/> 6 – 8 <input type="checkbox"/> 9-12
Level	<input type="checkbox"/> Elem <input type="checkbox"/> Middle <input type="checkbox"/> High School
School	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Charter
If you have preferred schools or teachers, indicate them here. Placements are limited to school sites within a 30 mile radius from campus. Please don't presume this will be your placement and please do not contact the teacher.	

Program Areas (Check all licensure areas you intend to pursue)	
<p style="text-align: center;">Primary Licensure Areas</p> <ul style="list-style-type: none"> <input type="checkbox"/> Communication Arts & Literature (Gr. 5-12) <input type="checkbox"/> Instrumental & Classroom Music (Gr. K-12) <input type="checkbox"/> Vocal & Classroom Music (Gr. K-12) <input type="checkbox"/> Mathematics (Gr. 5-12) <input type="checkbox"/> Life Science (Gr. 9-12) and General Science (Gr. 5-8) <input type="checkbox"/> Chemistry (Gr. 9-12) and General Science (Gr. 5-8) <input type="checkbox"/> Social Studies (Gr. 5-12) <input type="checkbox"/> Spanish (Gr. K-12) 	<p style="text-align: center;">Additional Programs</p> <p>List all majors, minors, or other licensure areas you are working towards:</p> <p>_____</p> <p>_____</p>

APPLICATION DEADLINE: Tuesday, February 13, 2019

Pre-requisite Courses Completion Plan <i>(Must be completed in full)</i>		
Courses	Grade (if completed)	Semester completion expected (Ex. Fall '15)
EDU 1540/1505 Introduction to Teaching & Field Experience	/	
EDU 2102: Secondary Health & Drug Edu		
EDU 2210/2215: Ed Psych & Field Exp	/	
EDU 2300: Human Relations		
EDU 3000: Undergrad Capstone		
EDU 2800/2805: Teaching Process I & Field Experience MS	/	
EDU 3250: Special Needs & Inclusion		
EDU 3620: Classroom Assessment		
EDU 3800/EDU 3805: Teaching Process II & Field Experience		
The Methods Course & Field Experience in your licensure area: _____	/	
(specify courses taken-SSC, NCS, ENG, SPN, MUS, MTH)		

Application Checklist

I meet all of the minimum requirements for admission to the Middle/Secondary Education Student Teaching, including:



- I have READ and UNDERSTAND the contents of the SOE *Undergraduate Student Handbook*. (See URL on pg 1)
- I will have senior standing and full admission to the Education Program and my academic major at the start of my student teaching experience.
- My CSS cumulative GPA of ____/4.0 is equal to or greater than the required 2.8 GPA.
- I have received a minimum of a "C" in all coursework required for the MSEP licensure program (incompletes 'I', In Progress "IP", and Not Recorded "NR" are NOT acceptable).
- I have attempted all Basic Skills exams (Math, Writing, and Reading) and successfully passed two. (Secondary math licensure candidates must pass the Math Basic Skills Exam, and secondary communication arts & literature licensure candidates must pass the Writing Basic Skills Exam. (ACT Plus Writing or SAT scores at passing levels meet this requirement.)
- I will take the MTLE Content and Pedagogy exams before the start of Student Teaching. I realize I may be removed from student teaching if I do not provide documentation to the SOE of my registration for or completion of the MTLE content and pedagogy exams. I plan on taking these exams on: Exam Date(s): _____
- I know it is my responsibility to ensure my MTLE scores are on file in the School of Education Office.
- I have attached a letter of introduction and my resume to this application.
- I have submitted the Department Recommendation form for admission to MSEP student teaching to the appropriate individual in my department and have attached it to this application. These department specific recommendation forms can be found at: <http://www.css.edu/academics/school-of-education/undergraduate-areas-of-study/middlesecondary-education/current-students/forms-for-education-majors.html>
- I will adhere to the MN Teacher Code of Ethics in all my work during student teaching.

The information I have provided is accurate and truthful.

Student Signature

____/____/____

Date

(Turn in application to Deb Castle, SOE T3101)



Release of Information Student Teaching Placement

We ask that you give the College of St. Scholastica School of Education permission to share your contact information with the cooperating teacher you are assigned to for student teaching to facilitate communication between the two of you.

I, _____, give permission to the College of St. Scholastica's School of Education to release the following information to my assigned cooperating teacher for my student teaching placement:

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Name
<input type="checkbox"/>	<input type="checkbox"/>	CSS Box #
<input type="checkbox"/>	<input type="checkbox"/>	School Phone Number
<input type="checkbox"/>	<input type="checkbox"/>	Summer Address
<input type="checkbox"/>	<input type="checkbox"/>	Summer Phone Number
<input type="checkbox"/>	<input type="checkbox"/>	School e-mail address
<input type="checkbox"/>	<input type="checkbox"/>	Summer e-mail address

This permission is granted from the date signed below.

Student's Signature

_____/_____/_____
Date

Student: Detach and keep for your reference

Minnesota Teachers Code of Ethics

(from Minnesota statute 8700.7500)

Subpart 1. Scope. Each teacher, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics, which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation. This code shall apply to all persons licensed according to rules established by the Minnesota Board of Teaching (BOT).

Subpart 2. Standards of Professional Conduct. The standards of professional conduct are as follows:

- A. A teacher shall provide professional education services in a nondiscriminatory manner.
- B. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
- C. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- D. A teacher shall take reasonable disciplinary action in exercising the authority to provide atmosphere conducive to learning.
- E. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
- F. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
- G. A teacher shall not deliberately suppress or distort subject matter.
- H. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
- I. A teacher shall not knowingly make false or malicious statements about students or colleagues.
- J. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.