

ETSU STUDENT TEACHING GUIDELINES FOR SPRING 2011

APPLICATION DEADLINE – SEPTEMBER 10, 2010

YOU MUST FOLLOW THE DIRECTIONS NOTED BELOW OR YOUR APPLICATION WILL NOT BE PROCESSED.

1. You must have a 2.5 or higher GPA in Major and Minor Teaching Fields, Professional Education and Overall.
2. Grades in Major and Professional Education MUST be a "C" or Higher (2.0).
3. Student must meet a satisfactory performance assessment of their disposition to teach.
4. If Education is your **major**, you must have the following signed by your College of Education Faculty Advisor:
 - A. Program of Study
 1. **Graduate Students:** For the Grad school, provide the **Original** Program of Study for Dr. Knight's signature and drop it off in Room 321, Warf-Pickel. Put a copy with your student teaching application packet.
 2. **Undergraduate Students:** Print off a blank Program of Study per your catalog and fill it out using the one you received when starting your file in the Student Services Office as a guide. Programs of Study are available on the College of Education web site and in Warf Pickel, room 321.
 3. **Secondary Education Licensure Students** (both undergrad and grad): Must fill out and submit the Program of Study that is used in the College of Education. It is typically three pages and lists General Education courses, Teaching Content course, and minor/professional education courses. For the Graduation Office, turn in a **copy** of the Program of Study with your faculty advisor's signature along with the Intent to Graduate form to Room 102B, Dossett Hall. Put the original copy of the Program of Study with your student teaching application packet.
 - B. Student Teaching Application

Those whose major is housed in the College of Education, please get your faculty advisor's signature on your application. Those pursuing Secondary Education Licensure, please get these signatures on your application:

 1. Your Faculty Advisor from the department of your major
 2. Your assigned College of Education Advisor
5. You must provide a copy of your transcript in one of the following ways:
 - A. Official Transcript from the Registrar's office - Allow three days for preparation, and we recommend that you pick it up yourself and deliver it to the Student Teaching office in Room 321, Warf-Pickel.
 - B. Print off an unofficial transcript from Goldlink and deliver it to the Student Teaching Office. You must write the following statement at the end of the transcript: "To the best of my knowledge, this transcript is correct." Then, sign your name.
6. Copy of Current Semester Class Schedule.
7. Your updated one-page resume.
8. Proof of Passing Scores on PRAXIS II, State Mandated Tests for Principles of Learning and Teaching **AND** Specialty Area test(s) specific to licensure area. (To speed up the process, when your score is available online, print a copy and bring it by our office or email it to us. We will get your official copy much later than you will have access to the scores.)
9. You must have a Criminal Background Check on file in the College of Education.
10. Please check your ETSU e-mail frequently since we will be sending you important information.

PLACEMENT PROCEDURES

We will do our best to get your first preference in making a placement but that is not always possible. Some participating schools want to interview applicants. Be prepared to participate in such an interview.

Students are generally not placed in a school in which they have formerly attended, have been employed, or where relatives work or where relatives are current students. This final field experience should serve to balance earlier school based experiences.

SCHOOL WORK & EMPLOYMENT WHILE STUDENT TEACHING

State regulations prohibit taking additional course work during student teaching. However, these regulations do allow the Dean to give special approval for one course (not in your major or in professional education). You must apply for approval to the Dean of the College of Education to take this one course.

Employment during the student teaching semester is discouraged. Any employment that conflicts with student teaching is prohibited. Students may not receive payment for any service rendered during their student teaching assignment. Student teachers should not serve as substitute teachers. Any questions about employment or additional course work should be discussed with the Director of Student Teaching, Dr. Ralston at 439-4200, Room 321 Warf-Pickel.

IMPORTANT NOTICE TO ETSU STUDENTS SEEKING SCHOOL LICENSURE: Tennessee Teaching or other School Licensure/Endorsement requires an application made directly to the Certification Officer, Angela Murray, in the Clemmer College of Education. Application should not be made until all relevant coursework, degrees and qualifying test scores are completed. A complete set of official transcripts from all colleges or universities attended will be required for the application. Students must have their test results reported to East Tennessee State University, Recipient Code 1198, by the testing company. Every effort will be made to send students up to date application forms and instruction near the end of their final semester. However, if you do not receive this information by the end of your program, please contact Ms. Murray: Phone: 423/439-7562, Email: murrayp@etsu.edu , Office: Room 323C Warf Pickel Hall.