

## ETSU STUDENT TEACHING INFORMATION FOR FALL 2010

### REQUIREMENTS – DEADLINE – February 10, 2010

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. You must have the following signed by your College of Education Faculty Advisor:
  - A. Program of Study
    1. In your Student Teaching Application Packet – give us a **copy** of the Program of Study.
    2. **Attention 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.
    3. **Attention Undergraduate Students:** For the Graduation Office, turn in a **copy** of the Program of Study with the Intent to Graduate form in Room 101 B, Dossett Hall.
  - B. Student Teaching Application
4. If a College of Education program is your minor, please get these signatures on your application:
  - A. Your Faculty Advisor from the department of your major
  - B. 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 us a copy and bring it by our office or mail it to us. We will get your official copy much later than you will have access to the scores.)
9. Verification of Criminal Background Check.
10. Please check your ETSU e-mail frequently since we will be sending you important information.

### PLACEMENT PROCEDURES

Your preferences will be considered to the extent possible in making placements. 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](mailto:murrayp@etsu.edu), Office: Room 323C Warf Pickel Hall.