

## Instructions for Submitting the Student Teaching Application

**\*\*Fall 2012 Student Teaching Application Deadline: Friday, February 24, 2012\*\***

Students planning to student teach during the Fall 2012 semester are required to attend **one** of the following enrollment meetings.

Friday, February 3, 2012 from 9:00 AM – 11:00 AM, Location: CFO 205

OR

Tuesday, February 7, 2012 from 5:00 PM – 7:00 PM, Location: CFO 204

Rev. 1.30.12

- 1** - Submit the online Student Teaching Application at: <http://portalmisc.twu.edu/studentteaching/> (Note: It is recommended that students use web browser Internet Explorer when submitting the online application to obtain a copy with a readable print size.) The online application should not be submitted with an electronic signature. Once the online application has been completed, print a copy of the application before clicking on "Submit". Note: The Student Teaching Application cannot be saved and completed at a later time. The application must be completed in one sitting.
- 2** – Students must schedule an appointment to meet with their faculty advisor **as soon as possible** in order to meet the application deadline (See Step 14). The student must take the copy of his/her online Student Teaching Application (See Step 1) and a copy of his/her **unofficial** transcript printed from the TWU portal to the meeting with his/her faculty advisor. If applicable, the faculty advisor must **note and initial** any changes on the copy of the application before signing it. Changes which have not been initialed by the faculty advisor will not be accepted. Upon receiving the faculty advisor's signature, the student must also sign the copy of the online application.
- 3** - Turn in the signed copy of the Student Teaching Application and all additional paperwork listed below to Judy Franz, Stoddard Hall, Room 202, by the application deadline. Note: The hard copy of the Student Teaching Application requires original signatures from both the student and the student's faculty advisor.
- 4 – Background Checks.** Some districts require students to submit an online background/volunteer application in order to student teach, some districts require only a paper background check form, and other districts may require both an online form and a paper form. Students must log on to TWU Blackboard, click on the [COPE Student Teaching/Internship](#) link located under "My Organizations" in order to access the ISD background check instructions and forms for student teacher candidates. **Note: Students will be able to access this link approximately 2 business days after the student has attended a Student Teacher Enrollment Meeting.** After clicking on the link, click on "Student Teacher Program" in the blue box. Click on the "ISD Background Forms & Instructions" link. Click on your first ISD choice. Print the form(s) and/or instructions for submitting the paper and/or online background check/volunteer application. Students must repeat the same steps for the second ISD choice. **Note: Online volunteer applications and background checks should only be submitted for the student's 1<sup>st</sup> choice district. However, paper background checks/forms should be submitted for the 1<sup>st</sup> and 2<sup>nd</sup> choice districts.**
- 5 - Undergraduate students.** In addition to submitting an online Student Teaching Application, students are required to turn in a hard copy of their online Student Teaching Application signed by the student and the student's faculty advisor; an up-to-date unofficial TWU transcript; a "TExES Exam Policy for Student Teachers (EPST)" form (See Step 13); and a copy of the online confirmation page from submitting an online Volunteer Application for the student's 1st ISD choice (if applicable), and the ISD background form(s)/ISD information sheet(s) for both the 1<sup>st</sup> and 2<sup>nd</sup> ISD choices (if applicable) by the application deadline to Stoddard Hall, Room 202. **Note: Online volunteer applications and background checks should only be submitted for the student's 1<sup>st</sup> choice district. However, paper background checks/forms should be submitted for the 1<sup>st</sup> and 2<sup>nd</sup> choice districts, if applicable (See Step 4).**
- 6 - MAT students.** In addition to submitting an online Student Teaching Application, students are required to turn in a hard copy of their online Student Teaching Application signed by the student and the student's faculty advisor; a copy of the student's MAT degree plan signed by the student's faculty advisor; a copy of the "Change of Degree Plan" form (if applicable); an up-to-date TWU unofficial transcript (graduate level certification coursework only); a "TExES Exam Policy for Student Teachers (EPST)" form (See Step 13); and a copy of the online confirmation page from submitting an online Volunteer Application for the student's 1st ISD choice (if applicable), and the ISD background form(s)/ISD information sheet(s) for both the 1<sup>st</sup> and 2<sup>nd</sup> ISD choices (if applicable) by the application deadline to Stoddard Hall, Room 202. **Note: Online volunteer applications and background checks should only be submitted for the student's 1<sup>st</sup> choice district.**

However, **paper** background checks/forms should be submitted for the 1<sup>st</sup> and 2<sup>nd</sup> choice districts, if applicable (See Step 4).

- 7 - Post-Baccalaureate students.** In addition to submitting an online Student Teaching Application, students seeking certification-only are required to turn in a hard copy of their online Student Teaching Application signed by the student and the student's faculty advisor; a copy of the student's Deficiency Plan (copy may be obtained from the Office of Student Support Services, SH 211); a copy of course substitution forms (if applicable); an up-to-date unofficial TWU transcript; a "TEXES Exam Policy for Student Teachers (EPST)" form (See Step 13); and a copy of the online confirmation page from submitting an online Volunteer Application for the student's 1st ISD choice (if applicable), and the ISD background form(s)/ISD information sheet(s) for both the 1<sup>st</sup> and 2<sup>nd</sup> ISD choices (if applicable) by the application deadline to Stoddard Hall, Room 202. **Note:** Online volunteer applications and background checks should only be submitted for the student's 1<sup>st</sup> choice district. However, **paper** background checks/forms should be submitted for the 1<sup>st</sup> and 2<sup>nd</sup> choice districts, if applicable (See Step 4).
- 8 - Deaf Education students.** In addition to submitting an online Student Teaching Application, students are required to turn in a hard copy of their online Student Teaching Application signed by the student and the student's faculty advisor; an up-to-date TWU unofficial transcript documenting completion of their pedagogy/EDUC courses (if the student received his/her undergraduate degree from TWU); a copy of the student's Master's degree plan; a copy of the student's Deficiency Plan (if the student's undergraduate degree was completed at a college or university other than TWU); a "TEXES Exam Policy for Student Teachers (EPST)" form (See Step 13); and a copy of the online confirmation page from submitting an online Volunteer Application for the student's 1st ISD choice (if applicable), and the ISD background form(s)/ISD information sheet(s) for both the 1<sup>st</sup> and 2<sup>nd</sup> ISD choices (if applicable) by the application deadline to Stoddard Hall, Room 202. **Note:** Online volunteer applications and background checks should only be submitted for the student's 1<sup>st</sup> choice district. However, **paper** background checks/forms should be submitted for the 1<sup>st</sup> and 2<sup>nd</sup> choice districts, if applicable (See Step 4).
- 9 - If Carrollton-Farmers Branch ISD is the student's first choice ISD, a copy of the student's TB test results along with all other required student teaching paperwork must be submitted by the application deadline to Stoddard Hall, Room 202. TB test results may not be more than one year old from the first day of student teaching, August 27, 2012.**
- 10 - If Denton ISD is the student's first choice ISD and the student has immigrated to the United States during any period of his/her lifetime, the student is required to submit proof of TB clearance issued from a state of Texas physician along with all other required student teaching paperwork to Stoddard Hall, Room 202 by the application deadline.**
- 11 – Fingerprinting.** Some ISDs may require fingerprinting before a student teacher can begin his/her placement. Do NOT begin your fingerprinting process until AFTER the district contacts you and provides you with their instructions.
- 12 –Student Teaching Pre-Enrollment Form, the Student Teacher Contract, and the Professional Disposition Statement.** Students must submit a signed Student Teacher Pre-Enrollment form, a Student Teacher Contract, and a Professional Disposition Statement at one of the above mentioned Student Teaching Enrollment Meetings. The forms will be provided at the enrollment meetings.
- 13 – TEXES Exam Policy for Student Teachers (EPST)" form.** Students are required to submit a "TEXES Exam Policy for Student Teachers (EPST)" form with all other required student teaching paperwork by the application deadline to Stoddard Hall, Room 202. Instructions and the "TEXES Exam Policy for Student Teachers (EPST)" form may be found at [www.twu.edu/professional-development-center](http://www.twu.edu/professional-development-center) under the "Resources" section.
- 14 – DEADLINE.** The **deadline** to apply for a Fall 2012 student teaching placement is **5:00 PM, Friday, February 24, 2012.** All paper work should be submitted to Judy Franz, Coordinator of Education Field Experiences, Stoddard Hall, Room 202. Students needing assistance may call Mrs. Franz at (940) 898-2734.

***Incomplete student teaching applications will not be accepted.***