

Checklist for Completing & Submitting the 18/FA Clinical Student Teaching Application

Application Deadline: 3:00 PM, Wednesday, February 28, 2018

Graduate students: Submit all paperwork to SH 202

Undergraduate students seeking Secondary or EC-12 certification: Submit all paperwork to SH 202

Undergraduate students seeking Interdisciplinary Studies certification: Submit all paperwork to SH 211

- 1 - Clinical Student Teaching Pre-Enrollment Form and the Clinical Student Teacher Contract.** Students will be asked to submit a signed Clinical Student Teacher Pre-Enrollment form and a Clinical Student Teacher Contract at one of the Clinical Student Teaching Enrollment Meetings. The forms may be obtained at the enrollment meetings or from Judy Franz, SH 202 or jfranz@twu.edu.
- 2 - FERPA Release Form.** Students will be asked to complete, sign, and submit the FERPA Release Form - Family Educational Rights and Privacy Act - during the Clinical Student Teaching Enrollment Meetings. Students who did not submit a FERPA form during an enrollment meeting should submit it with the hard copy of their Clinical Student Teaching Application and other required clinical student teaching paperwork by the application deadline (See Step 16). The FERPA form is also available on the Professional Development Center website, <http://www.twu.edu/professional-development-center/teaching-internship-supervisor/clinical-student-teacher-forms/>. *Electronic signatures are not accepted.*
- 3 - Submit the online Clinical Student Teaching Application:** <https://apps.twu.edu/studentteaching>
(Note: Students may need to use a different computer or a different web browser if they are unable to print a readable copy of the application. Print 2-sided copy, using Portrait format, stapled.) After the online application has been completed, print a copy of the application before clicking on "Submit." Note: The Clinical Student Teaching Application cannot be saved and completed at a later time; the application must be completed during one timeframe. *Electronic signatures are not accepted.*
- 4 - Undergraduate students seeking Secondary or EC-12 certification** must obtain their faculty advisor's handwritten signature on the copy of the student's online Clinical Student Teaching Application before submitting the copy of their application plus all clinical student teaching paperwork to Judy Franz, SH 202. Schedule an appointment with your faculty advisor **as soon as possible** in order to meet the application deadline (See Step 16). Handwritten changes/notes must be initialed by the faculty advisor. The copy of the Clinical Student Teaching Application requires original signatures from both the student and the student's faculty advisor. *Typed signatures are not accepted.*
- 5 - Undergraduate students seeking Interdisciplinary Studies certification** (EC-6 Core Subjects, 4-8 Core Subjects, 4-8 ELAR, Bilingual, ESL, and SpEd) must obtain their academic advisor's signature by submitting the copy of their application plus all clinical student teaching paperwork to the Office of Student Support Services, SH 211, by the application deadline (See Step 16). The copy of the Clinical Student Teaching Application requires original signatures from both the student and the student's Office of Student Support Services academic advisor. *Typed signatures are not accepted.*
- 6 - Graduate (MAT or graduate-level students seeking certification-only)** students must obtain their faculty advisor's handwritten signature on the copy of the student's online Clinical Student Teaching Application before submitting their application plus all clinical student teaching paperwork to Judy Franz, SH 202. Schedule an appointment with your faculty advisor **as soon as possible** in order to meet the application deadline (See Step 16). Handwritten changes/notes must be initialed by the faculty advisor. The copy of the Clinical Student Teaching Application requires original signatures from both the student and the student's faculty advisor. *Typed signatures are not accepted.*
- 7 - Background Checks.** Some districts may require students to submit an online background check/volunteer application in order to clinical student teach, some districts require only a paper background check form, and other districts may require both an online background check/volunteer application along with a paper form. **Approximately 2 business days after the students have attended a Clinical Student Teaching Enrollment Meeting,** students will be able to access the COPE Clinical (Student) Teaching/Internship link found on TWU Blackboard and will be able to obtain the instructions and/or criminal background check form(s) for each school district. Note: Typically, background checks for observation placements do not apply for clinical student teaching. Students must follow the Blackboard instructions for submitting the district's background check/application.

Steps for obtaining ISD Background forms/Instructions:

- Login to TWU Blackboard
- COPE Clinical (Student) Teaching/Internship link found under "My Organizations"
- Clinical Student Teaching Program link (blue box)
- ISD Background Forms & Instructions folder
- Select 1st ISD choice. Print the form(s) and/or instructions for that particular district.
- Select 2nd ISD choice. Print the form(s) and/or instructions for that particular district.

Note: Students must submit the background check/volunteer application for their first and second ISD choices unless otherwise indicated in the Blackboard instructions.

- 8 - Undergraduate Students.** In addition to submitting an online Clinical Student Teaching Application, undergraduate students are required to submit the following documents to request placement:
 - Copy of the student's online Clinical Student Teaching Application signed by the student and the student's advisor (See Steps 4 and 5)
 - Up-to-date **unofficial** TWU transcript – can be printed from portal
 - Background forms and/or clinical student teaching profile form (See Step 7), if applicable, for the student's 1st and 2nd ISD choices
 - FERPA Release form (See Step 2) – if not submitted at an enrollment meeting

- 9 - MAT Students.** In addition to submitting an online Clinical Student Teaching Application, MAT students are required to submit the following documents to request placement:
- Copy of the student's online Clinical Student Teaching Application signed by the student and the student's faculty advisor (See Step 6)
 - **Copy** of the student's MAT degree plan signed by the student's faculty advisor
 - Copy of the "Change of Degree Plan" form, if applicable
 - Up-to-date TWU **unofficial** transcript (documenting graduate level certification coursework only) – can be printed from portal
 - Background forms and/or clinical student teaching profile form (See Step 7), if applicable, for the student's 1st and 2nd ISD choices
 - MAT students provisionally admitted into the Graduate School, must provide documentation showing status is now "unconditional"
 - FERPA Release form (See Step 2) – if not submitted at an enrollment meeting
- 10 - Graduate Students Seeking Certification-Only.** In addition to submitting an online Clinical Student Teaching Application, graduate level students seeking certification-only are required to submit the following documents to request placement:
- Copy of the student's online Clinical Student Teaching Application signed by the student and the student's faculty advisor (See Step 6)
 - Copy of the student's Certification Plan (copy may be obtained from the Office of Student Support Services, SH 211)
 - Copy of course substitution forms, if applicable
 - Up-to-date **unofficial** TWU transcript – can be printed from portal
 - Background forms and/or clinical student teaching profile form (See Step 7), if applicable, for the student's 1st and 2nd ISD choices
 - FERPA Release form (See Step 2) – if not submitted at an enrollment meeting
- 11 - Deaf Education Students.** In addition to submitting an online Clinical Student Teaching Application, students seeking DHOH certification are required to submit the following documents to request placement:
- Copy of the student's online Clinical Student Teaching Application signed by the student and Dr. Sonya Spolsky
 - Up-to-date **unofficial** TWU transcript documenting completion of pedagogy/EDUC courses – can be printed from portal
 - Copy of the student's Master's degree plan
 - Copy of the student's Certification Plan - if the student's undergraduate degree was completed at a college other than TWU
 - Background forms and/or clinical student teaching profile form (See Step 7), if applicable, for the student's 1st and 2nd ISD choices
 - FERPA Release form (See Step 2) – if not submitted at the enrollment meeting
- 12 - 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 clinical 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 clinical student teaching, August 20, 2018.
- 13 - 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 download proof of TB clearance issued from a State of Texas physician when submitting the online Denton ISD application. The date of the TB test is not required to be current.
- 14 - Fingerprinting.** Some ISDs may require fingerprinting before a clinical student teacher can begin his/her placement. **Do NOT begin your fingerprinting process unless the district contacts you and provides you with their instructions.**
- 15 - Incomplete Grade on TWU Transcript.** Students with an Incomplete (I) on their TWU transcript must complete/submit a "Request for an Exception to Clinical Student Teaching Policy" form and a copy of their up-to-date **unofficial** transcript to Judy Franz, SH 202, prior to the start of the clinical student teaching semester. Students are responsible for obtaining required signatures as indicated on the form. The exception form can be accessed through the **PDC** website under the **Documents and Forms for Clinical Student Teachers** section. Students may not graduate with an Incomplete (I) on their transcript.
- 16 - DEADLINE.** The **deadline** to apply for a Fall 2018 clinical student teaching placement is **3:00 PM, Wednesday, February 28, 2018**. Graduate and Undergraduate students seeking Secondary or EC-12 certification: Submit all paperwork to SH 202, including a copy of the student's Clinical Student Teaching Application signed by the faculty advisor and student. Undergraduate students seeking Interdisciplinary Studies certification: Submit all paperwork to SH 211. The copy of the student's online Clinical Student Teaching Application must have the student's original signature. *Offices open M-F, 8 AM – 5 PM. Appointment not required to submit student teaching application/paperwork.*

List of ISD Choices (Subject to Change) for Clinical Student Teacher Placements – See Step 7 (above) for Background Check Instructions

Allen	Crowley	Grapevine-Colleyville	Our Lady of Victory Catholic School (FW)
Argyle	Dallas	Hurst-Euleuss-Bedford	Pilot Point
Arlington	Decatur	Irving	Plano
Aubrey	Denison	Keller	Ponder
Azle	Denton	Krum	Princeton
Birdville	Eagle Mt-Saginaw	Lake Dallas	Prosper
Bowie	Farmersville	Lewisville	Richardson
Bridgeport	Fort Worth	Little Elm	Sanger
Burleson	Frisco	Mansfield	Sherman
Carrollton-Farmers Branch	Gainesville	McKinney	Texans Can Academy
Celina	Garland	Mesquite	Trinity Basin Preparatory Schools
Coppell	Grand Prairie	Northwest	Uplift Education

Students in need of assistance may contact Judy Franz by calling 940.898.2734 or email, jfranz@twu.edu.

Incomplete Clinical Student Teaching Applications cannot be accepted.

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