Application Information and Procedures

Elementary, Secondary, and All-level Student Teaching

All students in Elementary, Secondary Education, and All-level programs are required to complete student teaching. In order to student teach, you must:

- be accepted to the Professional Program prior to submitting an application;
- have and maintain a 2.7 cumulative grade point average;
- complete a student teacher application and necessary paperwork;
- submit student teacher application with all accompanying documents by the deadline – September 15 for the spring semester; February 15 for the fall semester.
- have completed all prerequisite courses; only those courses that are listed as concurrent requirements are permitted during the student teaching semester.

For the spring semester, the deadline is September 15; for the fall semester, the deadline is February 15.

Please note: You must make an appointment in person in Henry Barnard 334 in order to submit your completed application. We are not obligated to honor late applications.

About the Student Teacher Application

Instructions for completing the application:

All applications must be typed or word-processed. Complete the cover page (which contains your personal information). Complete the rest of the application, putting the packet together in the following order (see below for a detailed description of the contents):

- Packet cover page (the second sheet of the application)
- Resume
- Autobiographical essay
- Student teaching goals essay
- Transcripts
- Proof of fingerprinting
- Signed copy of the Connecticut Code of Professional Responsibility for Educators

Make four copies of the packet, stapling each packet together. Do not staple individual items together – staple the whole packet. Gather all four packets together with a large paper clip or binder clip with the personal information cover page on top.
• The **resume** is based on your teaching experiences to date. It is recommended that you follow the format of the sample resume provided. Remember the Career Service Office in Willard 100 offers several resume writing workshops to help you develop your resume.

• The **essays**: autobiographical, emphasizing your work with children and/or students; student teaching goals, emphasizing teaching and learning. Please know that the packet will be read by district facilitators, principals and teachers. Convey what you would like them to know about you.

• A copy of your complete and up-to-date unofficial **transcript(s)** including both CCSU and those from other institutions. The transcripts are sometimes requested by districts in order to demonstrate your academic achievement in your content area subjects. We use the transcript(s) to document your current Grade Point Average and whether or not you have completed your prerequisite course requirements. Students must maintain satisfactory status, i.e., 2.7 Grade Point Average.

• One copy of the signed Connecticut Code of Professional Responsibility for Educators.

You need to make sure that all of your forms are proofread before they are handed in to this office. The application is available on the Web at [http://www.education.ccsu.edu/ofe](http://www.education.ccsu.edu/ofe)

**Why Do I Have To List My Courses?**

Many districts do not request transcripts but do want to know what courses you have taken to prepare you to be a teacher. Therefore, we ask that you prepare a list of the courses. It may be helpful (but not necessary) to list courses in your Subject Matter Major in the left column and Professional Education courses in the right column. Be sure to list all courses that you will have completed prior to student teaching. Put a star (*) on courses you are currently taking that should be included in the list. Be sure to refer to your planned program so that no course is left out. Include catalog number and course title for courses taken at CCSU. For courses taken at other institutions, omit the catalog number but include the name of the school. Carefully read the directions on the application and refer to the sample sheet.

**Why Do I Need To Write An Essay As Part Of the Application Process?**

Teachers and principals are interested in how well you communicate your thinking. One effective way to demonstrate this ability is through your writing. It is imperative that you spend time drafting and finalizing the essay or essays that you are asked to write. We will not accept essays that have any errors in spelling, punctuation and syntax. Each semester some students are rejected by cooperating teachers due to errors on this application. It is beneficial to have someone proofread the application before it is submitted.
**Which Address Do I Use? Do I Need To Travel To Do Student Teaching?**

Be sure to indicate where you will be living during student teaching (home or university address). If you live a long distance from CCSU, it is to your advantage to maintain your university address since the vast majority of placements must be made in the central part of the state. Do make sure the address you gave us is the one at which you currently are living. Sometimes, student teachers have not received their placements on a timely basis because they gave only the address where they would be living during the student teaching semester, e.g., their family's home address. If you have a relative in a school system (school, board of education, etc.) to which you might be assigned, please indicate this information on the application.

Arranging transportation to the assigned school is the responsibility of the student teacher. Due to a shortage of cooperating teachers in some areas, you may be required to commute a longer distance than you prefer. This is beyond our control.

**Reminder - Registration for Student Teaching**

Once an application has been accepted, student teachers are required to register for student teaching as usual via the Web. Registration for student teaching is dependent on permission of the Department of Teacher Education. Student teaching courses (EDEL 430, EDSC 413, 414, 415, 417, 419, 420, 429, 435) may not be repeated without permission of the Director of the Office of Student Teaching as well as the chairs of the student’s major departments and teacher education.

**How Do I Register For Student Teaching?**

Please register in the usual way on the Banner system. If you have any questions, see your advisor.