

Student Teaching

Student teaching is defined as a “full-time, supervised, uncompensated classroom experience,” to be completed in a continuous sequence of weeks for the designated time period. During this period, you will be supervised by a certified and experienced teacher. Student teaching requires a total commitment on the part of each student, and normally no other courses should be taken and students are discouraged from holding part-time, evening, and weekend jobs.

Directions for completing the Student Teaching Application

Prerequisites

1. Senior or graduate standing.
2. Must be fully admitted to Teacher Education.
3. A cumulative grade point average of 2.5 or better; a minimum grade point average of 2.75 in major, minor or endorsement areas. No grade of less than “C” (2.0) may be counted in courses taken in professional education, early and middle childhood education, or middle/secondary education. A grade point average of not less than 2.5 in professional education courses. All of these courses should be completed prior to student teaching.

Procedures for Applicants

1. The student teaching application is available at www.butler.edu/coe under Student Resources/Student Teaching.
2. Complete the application form. It must be typed/word processed and *error free*.
3. Request a faculty member in your teaching major to send a recommendation for student teaching to JH185. (See form—Recommendation for Student Teaching)
4. Submit the application to your academic advisor for approval and signature by December 11, 2009.
5. Complete the form—Student Teaching Questionnaire. Early and Middle Childhood complete the form—Student Teaching Questionnaire—Early and Middle Childhood. Middle/Secondary and All Grade complete the form Student Teaching Questionnaire - Middle/Secondary and All Grade.
6. On January 11, 2010 submit 4 copies of your approved and signed student teaching application, each with a set of official transcripts attached, to the Director of Student Personnel Services in JH185. (Transcripts are available to you from the Office of Registration and Records.)
7. Attach **one** copy of the Student Teaching Questionnaire to the top of your 4 submitted copies of your student teaching application.
8. Attach one copy of the “Criminal Background Check Information” to the back of each of your 4 applications.

Submit all Early Childhood and Middle Childhood student teaching applications and questionnaires on yellow paper.

Submit all Middle Childhood/Early Adolescent, Middle/Secondary, and All Grade student teaching applications and questionnaires on white paper.

Student Teaching Questionnaire
Early Childhood and Middle Childhood Education

Please complete this form and submit it with your student teaching application on THE posted due date in January 11, 2010.

Student teaching assignments are made in terms of providing the best experience possible. Your preferences will be considered, BUT factors such as the availability of high quality classrooms which reflect best practices within a school and supervisory loads must also be considered. You must be willing to accept the assignments as determined by the College to be both in your best interest and within the resources that are available to provide proper supervision and a quality student teaching experience.

Pending a confirmed placement student teachers MUST attend a Pre-Professional meeting on April 30. Administrative and performance requirements will be reviewed. This meeting will take place near the end of the semester immediately prior to your student teaching semester. You will be notified via e-mail of date and location of this required meeting.

Name _____ e-mail _____ phone _____

List all of the classes you need to take in order to finish your major and/or special education area before student teaching. If you cannot answer this question, please see your advisor. Include the classes you are taking spring '09 semester.

Have you been fully admitted to Teacher Education? ____ Yes ____ No

If the answer is no, please explain. This requirement must be met before admittance to Student Teaching.

Your student teaching experience will be 1 full year. Each semester you will be in a different school and perhaps in a different grade level. Do you have transportation difficulties (or any other situations) that must be considered when making the student teaching placement? Please state clearly anything that you feel is important in making your student teaching placements.

If you have met all of the criteria for admission and placement into student teaching, your student teaching placement information may be available just prior to the end of spring semester. Please see the posting of placement just inside the office door of JH180 on May 1. If you have not met all of the requirements for admission to Teacher Education and Student Teaching, then you cannot enter the student teaching experience.

BEFORE YOUR PLACEMENTS ARE CONFIRMED, YOU WILL BE REQUIRED BY EACH CORPORATION TO SUBMIT A CRIMINAL BACKGROUND CHECK. DIFFERENT DISTRICTS REQUIRE DIFFERENT TYPES OF CHECKS. FOLLOW UP ON THIS IS ESSENTIAL TO YOUR PLACEMENT. WHEN YOU RECEIVE THIS CRIMINAL BACKGROUND CHECK INFORMATION – FOLLOW UP WITH IT *EXACTLY* AS IT IS WRITTEN.

If you have read, answered and understood all of the above, please sign below.

Date _____ Signature _____ -

Student Teaching Questionnaire—Middle/Secondary and All Grade Education

Please complete this form and submit it with your student teaching application on the posted due date in January 11, 2010.

Student teaching assignments are made in terms of providing the best experience possible. Your preferences will be considered, BUT factors such as the availability of high quality classrooms which reflect best practices within a school and supervisory loads must also be considered. You must be willing to accept the assignments as determined by the College to be both in your best interest and within the resources that are available to provide proper supervision and a quality student teaching experience.

Pending a confirmed placement student teachers MUST attend a Pre-Professional meeting on April 30. Administrative and performance requirements will be reviewed. This meeting will take place near the end of the semester immediately prior to your student teaching semester. You will be notified via e-mail of date and location of this required meeting.

Name _____ e-mail _____ phone _____
License Area(s): Major _____

Please check one of the following:

- My license will be Middle Childhood/Early Adolescence (MC/EA)
- My license will be 5-9 (EAG only)
- My license will be 5-12 (EAG/AYA) and I will student teach in one phase at the high school level and one phase at the middle school level.
- My license will be 9-12 (AYA) and I will student teach both phases at the high school level.
- My license will be K-12 (Physical Education or Music Education) and I will student teach in 2 of the following levels: elementary, middle school, high school. Please circle 2 choices.

Semester of student teaching: (please check)

Fall 2010 _____

Spring 2011 _____

List all of the classes you need to take in order to finish your major, minor or endorsements before student teaching. If you cannot answer this question, please see your advisor. Include the classes you are taking spring '09 semester.

Have you been fully admitted to Teacher Education? ____ Yes ____ No

If the answer is no, please explain. This requirement must be met before admittance to Student Teaching.

Your student teaching experience will be 1 full semester, 16 weeks. Phase I will be 8 weeks and Phase II will be 8 weeks. You will student teach at 2 different grade levels and in 2 different schools.

Do you have transportation difficulties (or any other situations) that must be considered when making the student teaching placement? Please state clearly anything that you feel is important in making your student teaching placements.

If you have met all of the criteria for admission and placement into student teaching, your student teaching placement information may be available just prior to the end of spring semester. Please see the posting of placement just inside the office door of JH180 on May 1. If you have not met all of the requirements for admission to Teacher Education and Student Teaching, then you cannot enter the student teaching experience.

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If you have read, answered and understood all of the above, please sign below.

Date _____ Signature _____

RECOMMENDATION FOR STUDENT TEACHING

You are being asked to submit a recommendation for _____
for student teaching. Based on your knowledge and experience with this student, please evaluate
him/her in the following areas as Strong (STR), Satisfactory (SAT), or Needs Improvement (NI).

	<u>STR</u>	<u>SAT</u>	<u>NI</u>
Takes personal responsibility for one's own behavior	___	___	___
Shows appreciation for diversity and similarity	___	___	___
Shows caring, concern, and patience	___	___	___
Demonstrates appropriate professional ethics	___	___	___
Shows an appreciation for knowledge and skill in the profession	___	___	___
Shows appropriate engagement with the teaching, learning, and mentoring process	___	___	___
Demonstrates the ability to effectively collaborate with others.	___	___	___

Additional Comments:

Your signature _____ Date _____

Please return this form to the student or JH 185 by Monday, January 11, 2010.

Butler University

College of Education

Application for Student Teaching

Early and Middle Childhood Education

Mild Intervention Yes No

If yes, do you want one of your placements in fulltime special education?

Yes No

Reading Yes No

PERSONAL DATA

Name _____

email _____

Current Address: _____

Permanent Address _____

City, State, Zip: _____

City, State, Zip _____

Phone Number: _____

Phone Number _____

EDUCATIONAL EXPERIENCES

Beginning with your current collegiate enrollment through high school graduation, indicate the institutions you have attended, dates of attendance, and the degree/diploma earned.

College/University/High School

Dates of Attendance

Degree/Diploma

ACTIVITIES, HONORS, OFFICES

EMPLOYMENT HISTORY

Starting with the most recent employment, indicate place of employment, position & length of employment.

Employer

Position

Dates of Employment

CAREER INFORMATION

Please limit your answers on these 3 questions to this one page.

Describe those factors that influenced your decision to pursue a career in teaching.

List personal skills, special interests, hobbies, and/or field experience that might facilitate your contribution to the instructional or activity program of a school.

Please give a brief biographical statement/personal profile.

Date Student's Signature

Advisor's Signature

The signature of the applicant indicates the information on this form is complete and accurate and the applicant understands the conditions and requirements for a student teaching assignment. This document will be sent to the school/school corporation.

Butler University

College of Education

Application for Student Teaching

Middle/Secondary and All Grade Education

Major: _____ Grade Level: ___ 4-9 ___ 5-12 ___ 9-12 ___ 5-9 ___ K-12

_____ Fall 2010

_____ Spring 2011

PERSONAL DATA

Name _____ e-mail _____

Current Address: _____ Permanent Address _____

City, State, Zip: _____ City, State, Zip _____

Phone Number: _____ Phone Number _____

EDUCATIONAL EXPERIENCES

Beginning with your current collegiate enrollment through high school graduation, indicate the institutions you have attended, dates of attendance, and the degree/diploma earned.

College/University/High School	Dates of Attendance	Degree/Diploma
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_____	_____	_____
_____	_____	_____
_____	_____	_____

ACTIVITIES, HONORS, OFFICES

EMPLOYMENT HISTORY

Starting with the most recent employment, indicate place of employment, position & length of employment.

Employer	Position	Dates of Employment
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_____	_____	_____
_____	_____	_____
_____	_____	_____

CAREER INFORMATION

Please limit your answers on these 3 questions to this one page.

Describe those factors that influenced your decision to pursue a career in teaching.

List personal skills, special interests, hobbies, and/or field experience that might facilitate your contribution to the instructional or activity program of a school.

Please give a brief biographical statement/personal profile.

Date

Student's Signature

Advisor's Signature

The signature of the applicant indicates the information on this form is complete and accurate and the applicant understands the conditions and requirements for a student teaching assignment. This document will be sent to the school/school corporation.

CRIMINAL BACKGROUND CHECK INFORMATION

SOME school districts will run your criminal background checks if you provide the information below. You will be notified by the other districts if and when you need to provide additional information for the criminal background check.

Please keep in mind that districts differ and for your student teaching placements you may be asked to provide TWO different checks. Please follow the directions clearly that are sent to you.

FIRST NAME _____

LAST NAME _____

MIDDLE INITIAL _____

DATE OF BIRTH _____

GENDER _____

ETHNICITY _____