

Submit application to:
Education Office—Alva Campus—EC 205
*Applications Due: March 1 and October 1



PROFESSIONAL SEMESTER APPLICATION
FALL _____ SPRING _____

Name _____ Major _____
Student ID _____ Student email _____
Phone Number _____ Secondary email _____
SSN _____

Program Information

1st Degree Major _____

2nd Degree Major _____

Additional certification areas _____

ALL the following standards are required for admission to the Professional Semester.

- _____ Admitted to the Teacher Education Program
- _____ All courses **completed** before enrolling in the Professional Semester
- _____ Major GPA (2.50) _____ Professional Education GPA (2.50) _____ Ret/Grad GPA (2.50)
- _____ Foreign Language Proficiency _____ Completion of Transition II before enrollment
- _____ Current Background Check _____ Passing score on Reading Test (SPED)

Attach the following:

- _____ **Unofficial transcript**
- _____ **Resume**
- _____ **Any completed test scores (OSAT)**

*******NOTE*******

All coursework for degree/certification **MUST BE COMPLETED** and the grade verified **BEFORE** the beginning of the Professional Semester. (Including arranged classes, removal of incomplete grades “I”, transcripts from other universities.)

It is the teacher candidate’s responsibility to maintain communication with the Director of Student Teaching and the Director of Teacher Education.

- Enrollment should be planned by an advisor in self-service.
- Professional Folder should be submitted to your advisor.
- Once all requirements are met, enrollment will be processed.
- Placement preference is considered and honored when possible; at times this is not possible due to various reasons. This is a **request**, not a guarantee.

PLEASE READ THE FOLLOWING CAREFULLY:

Several important factors help determine the placement of student teachers by NWOSU.

These are as follows:

- State Department of Education/Oklahoma Laws
- Office of Educational Quality and Accountability (OEQA)
- Council for the Accreditation of Educator Preparation (CAEP)
- Public School Participation
- Mentor Qualifications

Read the Policies for Placement on the last page of the application before listing preferences.

Teacher Candidates are asked to list below, in order of preference, two schools for student teaching/internship.

**Placement Preference Request
Diversity Requirements (A different school district for each Clinical Experience)**

	District/School Name	Location (City, State)	Grade Level
High School			
Clinical Experience I			
Clinical Experience II			
Clinical Experience III 1st Placement Request			
Clinical III 2nd Placement Request			

Mentor Teacher Qualifications

The Mentor Teacher in the classroom in which the candidate is placed must meet the following requirements:

- Has a minimum of three years of teaching experience;
- Holds the same certification as the degree-seeking candidate;
- Is recommended by either the Director of Student Teaching or a school administrator;
- Has a strong dedication to the teaching profession;
- Uses basic principles of effective teaching and learning;
- Is willing to guide the progress of the student-teacher;
- Demonstrates a high level of professional ethics.

(See Page 23 in the Teacher Education Handbook for more information.)

Declaration: *I have read the “Policy on Placement” (page 3) and the above requirements. I understand Student Teaching school experiences will begin when all documentation is submitted and all requirements are met. Any extenuating circumstances must be submitted as an **appeal** to the Teacher Education Committee (TEC) prior to start of the Professional Semester. Please sign and keep a copy for your files.*

Student’s Signature _____ Date _____

Northwestern Oklahoma State University

Division of Education

Policies and Procedures Regarding Placement of Teacher Candidates

The Teacher Education Committee (TEC) of Northwestern Oklahoma State University has adopted the following policies to provide the most successful and productive internship possible for all involved. These policies are in effect unless special permission is granted through the appeal process of the TEC or a Memorandum of Understanding (MOU) has already been completed with the Division of Education and a public school district.

- 1.** Candidates are placed in classrooms within a 150-mile radius of the main campus in Alva.
- 2.** Candidates may not be enrolled in any other classes during the Professional Semester.
- 3.** Candidates will follow the calendar of the host school, for example, observing holidays, teacher meetings, etc., and attend all scheduled NWOSU seminar days as scheduled.
- 4.** Candidates are not to replace regular certified teachers as a substitute in the classroom. If emergencies arise, the Director of Student Teaching should be contacted.
- 5.** Candidates are afforded a maximum of three (3) days of absence to be used only for family-related emergencies or illness.
- 6.** Candidates are not allowed to fulfill an internship in the school of his/her “hometown” district.
- 7.** Candidates are not allowed to complete all Clinical Experiences in the same district.
- 8.** Candidates are not allowed to fulfill an internship with a person who may pose a conflict of interest, i.e. family member or friend in a supervisory position.
- 9.** Candidates are not allowed to fulfill an internship where his or her child would be under the candidate’s supervision.
- 10.** Only one candidate per cooperating teacher per semester is allowed.
- 11.** Candidates are not to be employed by the school district during the time the internship is taking place.
- 12.** Candidates must meet all diversity requirements with field experiences throughout the program.
- 13.** Candidates must provide his/her own liability insurance.