

Clinical Experience III: Student Teaching/Professional Semester Application

FALL

SPRING

ALL the following standards must be met for admission to the Professional Semester.

- Admitted to the Teacher Education Program
- All courses **completed** prior to enrolling in student teaching semester
- Major GPA (2.50) Professional Education GPA (2.50) Ret/Grad GPA (2.50)
- Foreign Language Proficiency Passing score on Reading Test (SPED)
- Completion of Benchmarks or Transition Points (prior to enrollment)
- Current Background Check (instructions are on the Division of Education web page)

All course work for degree/certification (including arranged classes, removal of Incompletes, transcripts from other universities) MUST BE COMPLETED and the grade verified BEFORE the beginning of the Professional Semester. Maintain communication with the Director of Student Teaching and the Director of Teacher Education.

****NOTE** Enrollment needs to be signed by your advisor AND the Director of Student Teaching or the Chair of the Division of Education.**

Declaration: *I have read the "Policy on Placement" (page 3) and the above requirements. I understand that 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 prior to the start of the student teaching semester. Please sign and keep a copy for your files.*

Student's Signature: _____ Date: _____

1st Degree Major: _____ 2nd degree Major: _____

Signature: _____ Date: _____
(Director of Student Teaching or Division of Education Chair)

- **Attach:**
- Current Unofficial Transcript
 - Current Degree Audit
 - Résumé
 - Field Experience Summary Chart (diversity and school)

Return application
By March 1st or October 1st
the semester prior to Professional Semester
Education Office – Alva Campus – EC 205

Northwestern Oklahoma State University Division of Education

Policies and Procedures Regarding Placement of Teacher Candidates

The Teacher Education Committee of Northwestern Oklahoma State University has adopted the following policies in order 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 Teacher Education Committee.

- 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.
- 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 a Clinical Experience III in the school of his/her "home-town" district.
- 7.** Candidates are not allowed to complete all Clinical Experiences in the same school district.
- 8.** Candidates are not allowed to fulfill a Clinical Experience 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 a Clinical Experience where his or her own child would be under the candidate's supervision.
- 10.** Only one candidate per mentor teacher per semester is allowed.
- 11.** Candidates are not to be employed by the school district during the time the Clinical Experience 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.