

Northwestern Oklahoma State University

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)
- ___ Passing OSAT score of major area ___ Passing OSAT score for additional areas
- ___ Foreign Language Proficiency ___ Passing score on Reading Test (ELEM, ECE, SPED)
- ___ Completion of Benchmarks or Transition Points (prior to enrollment)
- ___ Current Background Check (instructions are on the Division of Education web page)

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

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

Application for Clinical Experience III: Student Teaching/Professional Semester

Name _____ SSN _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip)

Phone _____ Student Email _____

STUDENT TEACHING SEMESTER FALL _____ SPRING _____
(Year) (Year)

Graduate of _____ **High School, at** _____ **in** _____
(Year)

PLEASE READ THE FOLLOWING CAREFULLY:

Several important factors help determine the assignment of student teachers by Northwestern Oklahoma State University. These are as follows: the site and location of public schools, the breadth of their programs, North Central and State Department of Education accreditation, the willingness of public school personnel to cooperate, at a minimum cost. Candidates are not permitted to return to his/her "home" school to complete Clinical Experience III. Anyone wishing to do so should discuss the appeals procedure with the Director of Student Teaching.

You are asked to list below, in order of preference, two schools in which you would prefer to complete your Clinical Experience III. Your selection will be given much consideration, but the Director of Student Teaching has responsibility for making the final selection.

School District Information

School (1st Choice) _____ (2nd Choice) _____

Grade (1st Choice) _____ (2nd Choice) _____

Program Information

1st Degree Major _____ **OSAT date & score** _____

2nd Degree Major _____ **OSAT date & score** _____

Additional teaching area _____ **OSAT date & score** _____

Please list any information that would be helpful concerning your placement as a Student Teacher:

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.