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 start of the student teaching semester. Please sign and keep a copy for your files.

| Student's Signature | Date | |
|---|-------------------------------|--|
| 1 st Degree Major | _2 nd degree Major | |
| Signature | Date | |
| (Director of Student Teaching or Division of Education Chair) | | |

►<u>Attach:</u> **____** Current Unofficial Transcript Résumé

____ Current Degree Audit

___ 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 THE PROFESSIONAL SEMESTER

| | | | | SSN | |
|---------------------------|--------------------------------------|--|---|---|---|
| (Last) | (First) | (M | liddle) | | |
| | | | | | |
| (Street) | (City) | | (State) | | (Zip) |
| | Stude | ent Email _ | | | |
| STUDENT TEACHING SEMESTER | | FALL | | SPRING | |
| | | | (Year) | | (Year) |
| f | High S | chool, at _ | | | in(Year) |
| | (Last) (Street) TEACHING SEMES | (Street) (City)Stude TEACHING SEMESTER | (Last) (First) (M (Street) (City) Student Email TEACHING SEMESTER FALL | (Last) (First) (Middle) (Street) (City) (State) | (Last) (First) (Middle) (Street) (City) (State) |

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. It is not advisable for the student to return to his/her "home" school to do student teaching/internship. 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 do your student teaching/internship. Your selection will be given much consideration, but the Director of Student Teaching has responsibility for making the final selection.

School District Information

| School (1 st Choice) | (2 nd Choice) |
|---------------------------------|--------------------------|
| Grade (1 st Choice) | (2 nd Choice) |
| Program Information | |
| 1 st Degree Major | OSAT date & score |
| 2 nd 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 (TEC) 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 TEC.

- 1. All candidates are placed in classrooms within a 150 mile radius of the main campus.
- 2. A candidate may not be enrolled in any other classes other than the "block" courses.
- 3. A candidate will follow the calendar of the host school, for example, observing holidays, teacher meetings, etc.
- 4. A candidate is not to replace regular certified teachers as a substitute in the classroom. If emergencies arise, the Director of Student Teaching and Field Experiences should be contacted.
- 5. A candidate is afforded a maximum of three days of absence to be used only for family-related emergencies or illness.
- 6. A candidate will not be allowed to fulfill an internship in the school of his/her "home-town."
- 7. A candidate will not be allowed to fulfill an internship with a person who may pose a conflict of interest, i.e. family member or friend.
- 8. Only one teacher candidate per cooperating teacher per semester will be allowed.
- 9. A candidate will not be employed by the school district in which and during the time the internship is taking place.
- 10. A candidate must show that s/he has fulfilled all diversity requirements with field experiences throughout the program.
- 11. Each teacher candidate must provide his/her own liability insurance.

Approved 1/28/10