

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 \_\_\_\_\_

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

- \_\_\_\_\_ Admitted to the Teacher Education Program
- \_\_\_\_\_ All courses **completed** prior to enrolling in the Professional 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 Transition II prior to enrollment
- \_\_\_\_\_ Current Background Check (<https://www.nwsu.edu/uploads//division-of-education/background-check-instructions.pdf>)

- Attach the following:**
- \_\_\_\_\_ **Unofficial transcript**
  - \_\_\_\_\_ **Resume**
  - \_\_\_\_\_ **Degree Audit (from registry)**
  - \_\_\_\_\_ **Any completed test scores (OSAT)**

**\*\*\*\*\*NOTE\*\*\*\*\***

All course work for degree/certification (including arranged classes, removal of Incompletes “I”, transcripts from other universities) **MUST BE COMPLETED** and the grade verified **BEFORE** the beginning of the Professional Semester. 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 advisor in self- service.
- Once all requirements are met, enrollment will be processed.

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

	School Name	Location (City, State)	Grade Level
<b>High School</b>			
<b>Clinical Experience I</b>			
<b>Clinical Experience II</b>			
<b>Requested Clinical Experience III</b>			

**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 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. 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 an internship in the school of his/her “home-town” 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 own 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.