

Student Teaching Application Checklist



Attached you will find application forms for student teaching. These are to be filled out and returned to the Education Department by **February 1, 2018**. Only completed applications will be considered.

Complete the checklist below:

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	1.	Review the "Criteria for Admission to Student Teaching" to determine if you are eligible to apply (see the bottom of this page)
	2.	Prepare a 1 page cover letter and a 1 page resume (See Attached Guidelines, pg. 2 of this document)
	3.	Provide one photograph; professional looking (emailed digital copy preferred)
	4.	Fill out the Application for Student Teaching and a degree sheet marking the semester each course was taken or when you intend to take each course.
	5.	Have the forms checked and signed by your advisor and the head of the department in your major field. (Elementary and Early Childhood majors will only need the signature of their advisor before turning the papers in)
	6.	If you wish to request a specific placement, please complete the attached Placement Request Form. Please remember these may or may not be granted depending on circumstances.

Criteria for Admission to Student Teaching

1. 2.75 cumulative grade point average (GPA) by the end of the semester prior to application. (No professional education course grade lower than a "C" for all students making application for teacher certification.)
2. 3.0 GPA in student's major content courses
3. 3.0 GPA in the professional education courses
4. In good standing with Evangel. No dispositions / all dispositions resolved
5. Accepted to the Teacher Education Program
6. Professional growth
7. Recommendation of Department Chair
8. All course work must be completed before student teaching semester.
9. Have taken, or scheduled to take the MoCA. Date taken or scheduled _____

Cover Letter Guidelines

Prepare a cover letter introducing yourself to prospective schools. Give general information about your experience and how you can be an asset to a cooperating teacher during your professional semester. The cover letter should be brief; 1 – 2 paragraphs.

Resume Guidelines

Your resume should be 1 page maximum. Include the following:

- Your professional goals
- Current GPA
- Anticipated graduation date
- Educational background (college only)
- Professional Experience
 - This would include official practicums you have completed during the teacher education program.
- Related experience
 - Supervisory or teaching experience with children K-12 age range
 - Employment – Summer camps, tutoring, daycare
 - Volunteer experience – children's church, Sunday school, Boys & Girls Club
- Additional skills that are applicable to your success as a teacher
 - Computer literacy
 - Classroom technology

***** If you are unsure about writing your cover letter and resume, set up an appointment with Evangel's Student Success Center.**

Upcoming Fees:

After applications have been reviewed by the Standards and Approval Committee, you will receive an email indicating your status in the student teaching process. Students who have been approved to student teach will need to be prepared to pay the following fees.

- **\$45.00** – Fingerprinting and background-check fees
- **\$51.00** - Sub-Certificate Fee
- **Missouri Content Assessment (MoCA)** – Fees vary according to content area. Check the website for exact pricing: http://www.mo.nesinc.com/PageView.aspx?f=GEN_Tests.html
(Students are encouraged to schedule the MoCA in advance as it may be a while before you can get a seat.)
- **\$275.00 – MoPTA Fee** - The first week of your student teaching semester you will register for the Missouri Pre-Service Teacher Assessment (MoPTA). The Fee for MoPTA is \$275.

Evangel University
Education Department Student Teaching Application

Student Information

Name:	
Student ID:	
Date:	
Address:	
Email:	
Phone:	
Age:	
Teaching Field:	
Semester/Year you plan to student teach:	
Total College Hours Completed:	

Work with your advisor to complete a degree sheet specific to your major. **Each required course must be marked with either the semester that you took the course or the semester that you intend to take the course.** Attach a legible, completed degree sheet to this document signed by your advisor and department chair.

This student has completed all required courses, has sufficient background, and has the personal qualifications to begin student teaching.

Advisor _____ Major Yes No Minor Yes No

Chair, Department of Major _____ Major Yes No Minor Yes No

I hereby authorize the release of my transcript and other appropriate records for student teaching to the assigned school system.

Student Signature _____ Date _____

Special Placement Request Form

In order to request special placement, please fill out all parts of the form below. Please remember these may or may not be granted depending on circumstances.

Name:

Major:

Requested School:

Teacher Name:

Grade/Level:

Reason for special request:

Did you attend this school? Yes No

Are you employed or plan to be employed at this school during student teaching? Yes No

Are you related to anyone working at this school? Yes No

If yes, please state name and position: