

Student Teaching Application Outline

Login: go to the login page at <https://shepherd.tk20.com> Log in using the same credentials you use for your Shepherd University email. If your password is not recognized, contact the IT User Support Desk on the lower floor of the library.



1. From the left menu, click APPLICATIONS.



2. Click the ‘+Create New Application’ button.

3. Select ‘Student Teaching Application Semester & Year’ and click NEXT.

 Select the application for the semester and year of which you plan to student teach.

4. Complete the entire application; include completed resume and goals as attachments.

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| Name |  |
| Address |  |
| Phone Number |  |
| Email Address |  |
| Area of Certification/Program |  |
| Endorsement |  |
| Student Type | Graduate (MAT)Undergraduate (BA) |
| Student Teaching Location Preference\*Select three choices, in order of preference. \*Be sure to select a response for each county listed (first choice, second choice, third choice, or do not prefer).  | Berkeley County, WV Clarke County, VA Frederick County, VA Grant County, WV Greencastle-Antrim School District, PAHampshire County, WVJefferson County, WVLoudoun County, VAMorgan County, WVWashington County, MDWinchester Public Schools, VA |
| Are you employed in any capacity by any school system?  |  |
| If yes, identify county and specific schools:  |  |
| Are any of your relatives employed by any local school system? |  |
| If yes, identify county and specific schools: |  |
| Are any of your relatives attending school in any local school system?  |  |
| If yes, please identify the county and specific schools:  |  |
| Provide the name and location of the high school in which you graduated from:  |  |
| AGREEMENTS: * I understand that I am NOT permitted to contact any school(s) to make my own arrangements, under any circumstances.
* I understand that I may be placed in any partner school for my student teaching assignment. Placements cannot be guaranteed based on preferences or special requests.
* I understand that my student teaching assignment will not be changed once it is confirmed by the school system. An exception is to a request by the school system; if any change is made, students will be notified.
* I understand that I may not complete my student teaching assignment at a school where I currently or previously worked in any capacity. (Exception: graduate students seeking alternative certification or on a first-class permit may be permitted to complete student teaching on the job if certain conditions permit.)
* I understand that I may not complete my student teaching assignment at a school where my family members and or relatives are currently employed in any capacity.
* I understand that I may not complete my student teaching assignment at a school where I previously attended.
* I understand that I must complete my student teaching assignment in the area in which I am seeking certification.
* I have read and understand the conditions and consequences of voluntary withdrawal and involuntary withdrawal procedures as found in the Shepherd University Teacher Education Program Practicum Manual. (May be found at: <http://www.shepherd.edu/teacher-candidates/> under the Student Teaching Semester link)
* I understand that I must complete all necessary clearances as required by the county board of education for student teachers prior to the start of the student teaching assignment.
* I understand that I must meet all requirements for Juncture II/Retention II prior to student teaching. \*Including praxis content test requirement.
* Type name and date in place of signature.
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| Upload student resume.-See example. -Be sure to include all field experiences as listed on the sample.  |
| Upload student teaching goals.-Develop at least three goals for your student teaching experience. Explain how the student teaching experience will aid your professional growth as a future teacher. Format may be paragraph or bullet format. Reminder: be sure to proofread the document prior to submission.  |
| NOTE: If after submission, you need to edit the application, you may recall the application. The recall button is found after clicking on the application link, and scrolling to the bottom of the page.  |



5. Click Submit.