Student Teaching Application Instructions

SECTION 1 (Individual Information)	
Email Address	
First & Last Name	
Address	
Phone Number	
Student Teaching Semester	
Program/Area of Intended Certification	
Endorsement	Select N/A if you have no endorsement
Student Classification	Graduate (MAT) Undergraduate (BA)
First Preferred County/School District	Berkeley County, WV
Second Preferred County/School District	Clarke County, VA
Third Preferred County/School District	Frederick County, MD
	Frederick County, VA
	Grant County, WV
	Greencastle-Antrim School District, PA
	Hampshire County, WV
	Hardy County, WV
	Jefferson County, WV
	Loudoun County, VA
	Morgan County, WV
	Washington County, MD
	Winchester Public Schools, VA
SECTION 2 (School Connections)	
Are you employed in any capacity by any school system?	Yes or No
If yes, identify county and *specific schools*:	
Are any of your relatives employed by any local school system?	Yes or No
If yes, identify county and *specific schools*:	
Are any of your relatives attending school in any local school system?	Yes or No
If yes, please <u>identify</u> the county and specific schools:	
Provide the name and location of the high school in which you graduated from:	
SECTION 3 (Agreements)	

- I understand that I am NOT permitted to contact any school(s) or county school district 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. (Including family members and or relatives employed at the county board of education.)
- 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/practicum-manual/)
- 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.
- I understand that I must submit passing Praxis II content test scores by the posted deadlines before being admitted to student teaching.
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SECTION 4 (Resume with goals)

Upload student resume.
- Upload one combined document in **PDF** format. (See sample resumes at https://www.shepherd.edu/education/studentteaching.)
- or on the EDUC 449-603 Student Teaching Sakai site.
- Be sure to include all field experiences as listed on the sample.
  - **Include** student teaching goals.
    - Goals may be included on the same file as the student resume.
    - 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.

SECTION 5 (Signature)

- Type name and date to provide a digital signature.
- Other: comment box is provided for any additions to the form. Music and science students: see reminders.