

OAKLAND CITY UNIVERSITY

DIRECTIONS FOR STUDENT TEACHING APPLICATION

1. Because this form will be submitted to the District School Personnel Director, the principal and the teacher, the format must be in complete order as would a job application. Only typewritten forms will be accepted. Do not overuse "I". Avoid typing, grammatical, spelling or punctuation errors, incorrect sentence structure and illegibility. This application will be your introduction and first impression.
2. The autobiography will give the examiners the opportunity to evaluate your possible performance as a teacher and to assess the clarity, coherence, articulation, originality and organization of your written thoughts.

A typed one and a half to two page autobiography stating interesting aspects about yourself may include the following:

- a) your family and/or community background
- b) work, volunteer or tutoring experience
- c) student participation activities, awards, honors, offices held in high school and college
- d) hobbies, personal interests, special skills, travel or other experiences which will contribute to your efficiency as a teacher
- e) your motivation for selecting the teaching profession
- f) professional goals and ambitions

Because some administrators and/or teachers may not share the same religious philosophy as that which is adhered to at OCU, please use discretion in writing so as to avoid offending the examiner.

The format of the autobiography is as follows:

Margins: one inch on the left side and approximately three-fourths to one inch on the right side, one and one fourth inches at the top (for heading); allow at least three-fourths an inch at the bottom.

Heading: AUTOBIOGRAPHY OF (NAME)

3. Be sure to list three choices of schools where you have observed and would like to be placed for student teaching. The schools should be within fifty (50) miles of Oakland City. ATTENTION: You cannot student teach in the school where you attended or from which you graduated.
4. If you have any relatives who attend or are employed by a specific school district, please notify the Coordinator in writing when submitting the application so that your placement may be made elsewhere.
5. While the School of Education will try to arrange for several students to be in one school, it will be the student teacher's responsibility to provide his/her own transportation. Please begin to make your arrangements early.
6. As a general practice, the university discourages students from employment on or off campus during student teaching. Supervising teachers in the schools view student teaching as an internship which should demand the total involvement of the beginning teacher. Thus, the student teacher should be free from other responsibilities including employment, carrying college credit hours, and extra-curricular activities which might detract or drain energy from teaching.
7. It will be the student's responsibility to notify (in writing) the Education Office of any change of name, summer/fall address and summer/fall phone.
8. The Education Office may request a current transcript to attach to your application.
9. The deadline date for submitting the signed application to the Education Office will be posted on campus each semester.

Note: Do not depend on your advisor to proofread and correct for mechanics of writing; assume this responsibility yourself. If you need assistance in writing, contact the Writing Lab in the Student Center.

STUDENT TEACHING APPLICATION
OAKLAND CITY UNIVERSITY

Name _____
(last) (first) (middle)

Local Address _____ Phone _____
(street)

(city) (state) (zip)

Home Address _____ Phone _____
(street)

(city) (state) (zip)

Email Address _____

Semester you plan to student teach (fall or spring) _____

Do you have transportation for student teaching?

Anticipated date of graduation _____
(month) (year)

SECONDARY STUDENT TEACHERS:

If you have two teaching fields (major and minor or double major), please indicate below:

Major: _____ Minor: _____

Student Teaching Assignment preferences:

(Choose three middle schools or three high schools or three middle/high schools. If out of state, please include the address.)

High School

Middle School

1. _____
2. _____
3. _____

ALL-GRADE STUDENT TEACHERS:

If you are an all-grade major, please indicate it in the appropriate space below:

All-grade Art Education	<input type="checkbox"/>
All-grade Music Education	<input type="checkbox"/>
All-grade Physical Education	<input type="checkbox"/>
All-grade Special Education	<input type="checkbox"/>

Student Teaching Assignment preferences:

(Choose three elementary schools and three secondary/middle schools. If out of state, please include the address.)

Elementary School

Middle/High School

1. _____
2. _____
3. _____

ELEMENTARY STUDENT TEACHERS:

Grade preferences:

(Check either primary or intermediate.) If you have a double major, you need part of your student teaching experience in each major.

Primary (K, 1 or 2)

Intermediate (3, 4, 5)

Student Teaching Assignment preferences:

(Choose three elementary schools. If out of state, please include the address.)

Elementary Schools

1. _____
2. _____
3. _____

ADMISSION TO STUDENT TEACHING REQUIREMENTS

1. Be admitted to Teacher Education
2. Obtain, complete and return a Student Teaching Application to the Education Office at designated times during the year prior to the year of student teaching
3. Have at least a 2.5 overall GPA
4. Have at least a 2.7 GPA in each of the following:
 - a. major (each certifiable) area at OCU
 - b. professional education courses at OCU
5. Complete the courses required before student teaching (See Catalog, Teacher Education Handbook or Advisor)
6. Complete 96 semester hours by the student teaching semester
7. Have a pre-student teaching interview with the Director of Student Teaching
8. Take and pass the Pearson Test for each specific major
(See Dr. Amy Barrett, our Certification Advisor, to be sure you take the right tests).
9. Take and pass the Pedagogy Test

Since it takes time for the process of admitting students into student teaching and placing them in requested schools, the following timetable must be followed:

If you plan to student teach in the fall of your senior year, all testing must be passed and student teaching requirements met **before** April of your junior year. Therefore, you should take the specialty test/s early in the year.

If you plan to student teach in the spring of your senior year, all testing must be passed and student teaching requirements met **before** the fall semester of your senior year.

Requirements must be met by the designated deadlines or you will have to postpone your student teaching experience until a later semester.

BEFORE YOU TURN IN YOUR APPLICATION FOR STUDENT TEACHING, PLEASE SIGN BELOW AND MAKE YOURSELF A COPY OF THIS PAGE FOR YOUR RECORDS. THIS PAGE SHOULD BE ATTACHED TO YOUR APPLICATION WHEN SUBMITTED.

I, _____, have read and understand the above requirements, procedures and deadlines which must be met before I can be officially admitted into the Student Teaching Program at Oakland City University.

Signature

Date