



School of Education

Student Teaching Eligibility & Application Procedures

Eligibility for Student Teaching

To be eligible to student teach, the teacher candidate must have:

1. been admitted to the Maryville University teacher education program
2. earned a 3.0 minimum GPA on all Education Courses with no grade below a "C-"
3. earned a 3.0 minimum GPA on content courses (Art & Middle School)
4. maintained a 2.7 minimum cumulative GPA.
5. earned a 2.3 minimum math GPA in two math classes
6. passed all subsections of the CBASE exam
7. completed a pre-student teaching portfolio review with ratings of "3" or better on the rubric
8. taken the Praxis II exam in the semester prior to student teaching.
9. been recommended by the advisor and accepted by the Student Personnel Committee.
10. completed the Family Care Safety Registry background check and TB test – with results on file in the School of Education no later than August 1st prior to student teaching.

Application Procedures for Teacher Candidates

1. **By February 1st** turn in your completed **Student Teaching Application** to the SOE Office, Gander 243.
2. **By the end of February** submit the **Student Teaching Personal Data Form**. Please download this Word document from the Student Teaching page on the website and save it to your computer. Carefully complete the form and email it to pgreene@maryville.edu. **NOTE:** This document is the first piece of correspondence your cooperating teacher and/or the district HR office will receive from you. The personal statement is often used to make the placement decision at the district. It is VERY important that you present yourself in a professional manner. Should you need assistance, contact your advisor for their review and remember to proof read carefully!
3. **By March 15th** a **transcript review** will be completed for you by a School of Education professor OTHER THAN YOUR ADVISOR. Your file will then be returned to your advisor for a signature and final approval for program completion.

Maryville University School of Education
Student Teaching Application Form

Last Name First Middle Student # Date

Current Local Address City State Zip

Maryville E-mail Address: Home Phone Cell Phone

Please check the semester you are planning to student teach: FALL (year) _____ SPRING (year) _____

Certification Area:

Grade level preference for student teaching:

____ Elementary (1 – 6) 1: _____ 2: _____ 3: _____

____ Elementary/Early Childhood (Pre K – 6) 1: _____ 2: _____ 3: _____
Please check: _____ BA program _____ MA program

____ Art Education (K-12) 1: _____ 2: _____ 3: _____

____ Middle School (5-9) Content area: _____

Maryville Practicum Experience (please list your current and previous placements):

School Grade/Subject School Grade/Subject

School Grade/Subject School Grade/Subject

List all colleges / universities attended. _____

Application Process:

Your Transcript Review will be completed by a School of Education faculty member other than your advisor by March 15th. It is your responsibility to make sure that transcripts showing work completed at other institutions are on file with the registrar and a copy has been added to your School of Education file **prior** to this date. It is also your responsibility to meet with your advisor after the above date to make sure your program requirements are being met and any deficiencies are identified and a plan to correct them is established. If all requirements have been met your application will be forwarded to the Student Personnel Committee for consideration. You will receive the committee's decision by email.

Additional Information:

- There is a mandatory Student Teacher meeting in August/September. You will receive notification via instructor and/or email.
- The dates/duration of Student Teaching varies from one field of certification to the other. Do not plan vacations or events that might conflict with your student teaching. Plan to begin working with your cooperating teacher during the first week of August.
- We will make every effort to place you in a grade level that you prefer but we cannot make any guarantees.

~~~~~ **Do not write below this line** ~~~~~

Name of Reviewer: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Notes for Defer/Deny: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Student Personnel Committee Decision**

Admit: \_\_\_\_ Defer: \_\_\_\_ Deny: \_\_\_\_

Date: \_\_\_\_\_

Diverse placement met? Yes No\*

\*will meet with Student Teaching