

**FALL 2010 and SPRING 2011**  
**STUDENT TEACHING APPLICATION PACKET**

The following requirements must be completed prior to enrolling for student teaching.

- 1) **ADMISSION TO A LICENSURE PROGRAM.** See your Program Coordinator to apply for admission and/or check your admission status.
- 2) **MUST MEET ALL PREREQUISITES TO STUDENT TEACHING REQUIRED BY YOUR PROGRAM.**
- 3) **BACKGROUND CHECK** Students must present results of the Ohio BCI & I and FBI background checks (fingerprinting) to the Student Teaching office. Electronic fingerprinting is available at the campus police station. **Fingerprint results are not due upon application.** However, they are due in 202 McGuffey before you will be allowed to student teach.

**STUDENT TEACHER PLACEMENTS** To comply with Miami's written agreements with school districts, your student teaching placement must be arranged directly through the Office of Student Teaching. **Do not attempt to set up your own student teaching placement. It will not be honored.** Some schools may require a personal interview or additional written information before they will confirm your placement. The Student Teaching Office or school will contact you if an interview or additional information is needed.

**STUDENT TEACHING IS A FULL CLASS LOAD.** It is strongly recommended that you do not work or take additional classes concurrently with your student teaching experience.

**REQUEST FOR A SPLIT ASSIGNMENT** Each student teacher must give careful consideration before requesting a split assignment in student teaching. ***Once the split assignment has been requested, the assignment will not be changed.*** Therefore, each student teacher should seek to resolve questions about the advisability of a split assignment before completing this application. The student's academic advisor, professional methods faculty, or the Student Teaching Office staff is available to help students reach their best decision before requesting the split assignment. Because of supervision travel, the following guidelines (in order of priority) will apply to student teaching placements involving split assignments:

1. Split the assignment within the same school or school district.
2. Split the assignment between two bordering school districts.

**STUDENT TEACHER TRANSPORTATION** Each student teacher is responsible for his/her transportation to the student teaching site. **Miami University does not provide transportation.**

**In order to avoid delays in processing your application:**

A. Application Form: Be sure that all information is complete and neatly filled out.

B. Biographical Information Sheets:

Since so many school officials critically review your biographical information:

1. It must be typed or re-created on a computer.
2. Ask someone to proofread your materials. Grammar and spelling are very important to school officials who later may want to hire you. Use this to highlight your strengths as a teacher.

C. What to submit and how many copies:

1. Submit original application form and
2. Six (6) copies of the biographical information sheet and student teaching essay - copied back-to-back.

Student teaching applications for **Fall 2010** and **Spring 2011** placements will be accepted in **Room 202, McGuffey Hall**, on the following dates:

**Tuesday, January 26<sup>th</sup>**  
**8:30 a.m. – 3:30 p.m.**

**Wednesday, January 27<sup>th</sup>**  
**8:30 a.m. – 3:30 p.m.**

**Monday, February 1<sup>st</sup>**  
**8:30 a.m. - 3:30 p.m.**

**Tuesday, February 2<sup>nd</sup>**  
**8:30 a.m. – 3:30 p.m.**

**PLEASE NOTE:**

1. Applications will **not** be accepted prior to these days.
2. Appointments are not necessary.
3. Since several questions will need to be answered by each student, please bring your application personally to avoid processing delays.
4. When submitting your application, please allow sufficient time for a brief discussion with Ms. Hill, Director of Clinical Experiences.

**OHIO BCI & I and FBI**  
**BACKGROUND CHECKS REQUIRED**

**You will need the following:**

- **Driver's License**
- **Payment: \$60, payable by cash (exact change please), Bursar charge, or check or money order made out to "Miami University".**

The results are sent to the Student Teaching office. If you are applying for your license within one year of having your background check done, upon your request, the results will also be sent electronically to the Ohio Department of Education's Teacher Certification Office. ODE will not accept paper copies.

You should stop in the Student Teaching and Field Experience Office (202 McGuffey) about two weeks after they are done and request a copy for your records. You will not be allowed to student teach until the Student Teaching Office has received your results.

The Miami University Police Department is located on Route 73, across from Miami's horse stables. Fingerprinting hours are Monday through Friday, 8:00 am to 4:30 pm. No appointment is needed.

**Please phone the MU Police Department 529-2222 with further background check questions.**

**Fingerprints MUST BE CLEARED prior to STUDENT TEACHING**  
**and before the State of Ohio will issue your teaching license.**

# MIAMI UNIVERSITY STUDENT TEACHING APPLICATION

Expected Graduation Date: \_\_\_\_\_

## Student Information:

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ E-mail: \_\_\_\_\_

Local Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Banner # \_\_\_\_\_ Social Security # \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Check one of the following: Working toward a B.S. degree in Education \_\_\_\_\_, **OR** Masters Degree \_\_\_\_\_, **OR** Licensure Only \_\_\_\_\_ .

**Teaching Licensure Majors - circle the ones that apply:** Early Childhood \_\_\_\_\_ Middle Childhood \_\_\_\_\_ Adolescent \_\_\_\_\_ Intervention Specialist \_\_\_\_\_  
Concentration Areas \_\_\_\_\_

**Intervention Specialist Majors - circle the ones that apply:** Mild/Moderate \_\_\_\_\_ Moderate/Intensive \_\_\_\_\_ Early Childhood \_\_\_\_\_ Gifted \_\_\_\_\_

Will you have a car for student teaching? Yes \_\_\_\_\_ No \_\_\_\_\_

**Please attach your most current Praxis II Content Area Scores.** \_\_\_\_\_ **Content Score** \_\_\_\_\_ **PLT Score** (If available)

**If you have not already taken the Praxis II exam, please give the date you plan to take the exam:** \_\_\_\_\_

Please list any course work you will be taking during student teaching: \_\_\_\_\_

NOTE: Information will be reviewed through BannerWeb.

Date of last background check: \_\_\_\_\_

The objective of the Office of Student Teaching is to place you in a setting where you can have a successful and beneficial culminating experience in your teacher preparation program. Please provide our office with the following information:

1. Where in southwest Ohio do you intend to live during the student teaching semester? \_\_\_\_\_  
(In larger cities, please describe the geographic area of the city, such as northwest Cincinnati) City / Location
2. \_\_\_\_\_ I prefer one placement for 16 weeks in grade(s) \_\_\_\_\_  
\_\_\_\_\_ I prefer one placement for 12 weeks (**graduate students only**) in grade(s) \_\_\_\_\_  
\_\_\_\_\_ I prefer a split placement (two 8 week settings) in grades \_\_\_\_\_ and \_\_\_\_\_ (MCE, AYA, & Intervention Specialist only)
3. I would prefer to be placed in the following type of setting: (Check all that apply) \_\_\_\_\_ Urban \_\_\_\_\_ Suburban \_\_\_\_\_ Rural
4. Miami University believes (and school districts generally agree) that it is in your best interest not to student teach in a school where you were a student or in a school where a close family relative has a position of responsibility. To that end we need the following information:  
  
Which school district(s) did you attend in Southwest Ohio (grades K-12)? \_\_\_\_\_  
  
Do you have relatives affiliated with any school districts in Southwest Ohio? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(If yes, please list the districts) \_\_\_\_\_

**I hereby give my consent for Miami University and the School of Education, Health & Society – Office of Student Teaching and Field Experiences to release information from my education records, including but not limited to, all information contained in my file including academic transcripts, biographical information, and criminal background check to any school for the purpose of placing me in a student teaching or other field experience.**

**I certify that all information in my application, including my biographical information, is my own work, factually true, and honestly presented.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



**MIAMI UNIVERSITY  
STUDENT TEACHING ESSAY**

On this page, type a brief autobiographical summary. Describe those experiences that have shaped your development as a person and teacher candidate. Include your strengths and the qualities that make you a desirable candidate. In other words, tell what you bring to the student teaching experience.