

FALL 2009 and SPRING 2010
STUDENT TEACHING ABROAD 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 background check (fingerprinting) to the Student Teaching office. If a student has not lived in the state of Ohio for five consecutive years, an FBI background check is also required. 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. Please see the attached flyer for details.
- 4) **TUBERCULOSIS TEST** Ohio school law requires that all personnel working with public school children, including student teachers, show evidence of a negative reading of a **TB Test**. Prospective student teachers may take either the skin test or a chest x-ray to comply with this requirement. The Student Health Service can administer the skin test and provide an x-ray for those with a positive skin test. The test may also be done by your family doctor. In either case, student teachers must obtain written evidence of a negative TB test and turn it in to the Student Teaching office, 207 McGuffey, before beginning student teaching. Tests should be done within 90 days of the beginning of student teaching.

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.

C. What to submit and how many copies:

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

MIAMI UNIVERSITY STUDENT TEACHING APPLICATION

Expected Graduation Date: _____

Student Information:

Last Name _____ First _____ MI _____ E-mail: _____

Local Address _____ Phone (____) _____
City State Zip

Banner # _____ Social Security # _____ Cell Phone: (____) _____

Home Address _____ Phone (____) _____
City State Zip

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

Where do you prefer to student teach: FALL 2009: _____ Luxembourg _____ Germany _____ Brussels _____ Antwerp

SPRING 2010: _____ Belize _____ Australia

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: _____

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:

_____ 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 _____ (Middle Childhood only)

I hereby give my consent for Miami University and the School of Education – 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, tuberculosis test results, 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 _____

Form revised 8/08

MIAMI UNIVERSITY
BIOGRAPHICAL INFORMATION FOR STUDENT TEACHERS

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.

BACKGROUND CHECK & TB TEST REQUIRED

The results are faxed to the Student Teaching office. If you are applying for your license within six months of having your background check done, upon your request, the results will also be mailed electronically to the Ohio Department of Education's Teacher Certification Office. You should stop in the Student Teaching and Field Experience Office about a week 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.

You will also need the Ohio BCI and I Background check and the FBI national check. You will need the following:

- **Valid State Driver's License**
- **Payment: \$56.00, payable by a check or money order made out to Miami University Police. This \$56.00 covers both the Ohio BCI & I and FBI checks.**

Please phone Amanda Rose at 529-8363 with further background check questions.

Background checks are valid for one year from the date you are fingerprinted.

TB TESTS:

State law requires all school personnel, including student teachers, to have a Tuberculosis test. Tests may be done at the Student Health Services Center or you may have your family physician perform the test. Please turn in your TB test results to the Office of Student Teaching prior to beginning student teaching. The Office of Student Teaching and Field Experiences will forward your results to the school district in which you have been placed. If you do not provide proof of your test results, you may not be allowed to enter the school building you are assigned to. Tests should be done within 90 days of the beginning of student teaching.

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



Delta Kappa Gamma International
Alpha Delta State

**ESTHER H. STRICKLAND STUDENT TEACHING GRANT
FOR COLLEGE SENIORS FOR STUDENT TEACHING EXPERIENCE
AUGUST THROUGH JUNE OF THE 2008-2009 SCHOOL YEAR**

The Ohio members of this international honorary society of women educators offer \$900.00 (nine hundred dollars) in financial assistance to selected students who are engaged in the pre-service teaching experience.

Deadline: March 1, 2009

Candidates shall submit:

- ❖ The completed application form;
- ❖ Two professional references which address the applicant's qualifications and need for assistance;
 - One from the applicant's academic advisor which addresses the applicant's present grade point average and other qualifications;
 - One from a professor who is familiar with the applicant and in whose class the applicant has been enrolled or from the Dean of the College of Education or the Director of Student Financial Aid;
- ❖ References should be on official letterhead stationery with signature, date, and indication of the official title of individual. Address to the Chairman of the Professional Affairs Committee, Alpha Delta State.
- ❖ *Official certified transcript(s) of all post secondary academic work completed through January of 2010. Grade slips will not be accepted.*
- ❖ Application should be limited to 7 pages including cover page, but excluding professional references and transcripts.
- ❖ All pages should be numbered and have the last name of the applicant in the upper right-hand corner; pages are to be paper clipped in upper left-hand corner. No binders or staples, please.

Incomplete application packages or application packages officially postmarked after March 1, 2007, will not be reviewed for consideration. Registered mail is suggested. *Faxed applications will not be accepted.*

Applications are available in 202 McGuffey Hall.