



**Student Teaching Application**  
**Prerequisites for Student Teaching**

**Applicants please review the following information before beginning application.**

- 1.) Your grade Point Average is **3.0 or above**
- 2.) You have completed and passed **Praxis I** and **Praxis II** testing requirements (Completion of Praxis II before the student teaching semester is **strongly** recommended).
- 3.) You are a United States Citizen or, if you are not a US citizen, you must submit a notarized copy of your permanent immigrant visa and a "Declaration of Intent to Become a Citizen of the United States" form when you apply for your certificate.

If any of the above criteria are questionable, please consult your advisor immediately.

**Submission Deadlines:**

<b><u>Spring:</u></b> August 1 <sup>st</sup> -September 15 <sup>th</sup>	<b><u>Fall:</u></b> January 2 <sup>nd</sup> – February 1 <sup>st</sup>
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Please submit your completed application with all of the required attachments, **signed and dated by your education department advisor**, to Dr. Ellen Scales, Director of School and Community Collaborations Office, 105 Taylor Hall.

For Office Use: Date received: \_\_\_\_\_

**Personal Information:**

**Address where you will reside during student teaching semester. (Please Print):**

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone:

(Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Please list your current G.P.A. \_\_\_\_\_

If you have a teaching certificate please list type \_\_\_\_\_

If you are part of a grant program please list \_\_\_\_\_

**Arcadia e-mail address:** \_\_\_\_\_

*Please note that all communication regarding student teaching will be e-mailed **ONLY to your Arcadia e-mail address**. You should access and use your Arcadia e-mail for all professional correspondence during your student teaching placement. Accessing your Arcadia e-mail account regularly will ensure you are well informed on all events and course information related to your student teaching seminar. In addition, it is expected that you will be in regular contact with your Supervisor who will request e-mails from this account. Your cooperation is appreciated.*

**Advisor's Section (1 of 3): (Schedule an appointment with your advisor who must complete the following sections.)**

**Advisor: Please indicate applicant's desired certification area(s)**

	Art		Elementary Education		Mathematics
	Biology		English		Reading Specialist K-12
	Chemistry		Environmental Education		Social Science
	Citizenship Education		General Science		Social Studies
	Early Childhood		Library Science		Special Education N-12
	Dual Certification Elementary and Special Education		Dual Certification Elementary Ed (K-6) and Early Childhood Ed (Pre-K-3)		

**Advisor: Please indicate which Praxis II testing requirements must be met for certification.**

	Test Code	Test Title
	10133	Art: Content Knowledge
	20235	Biology Content Knowledge
	20245	Chemistry: Content Knowledge
	10087	Citizenship Education: Content Knowledge
	10020	Early Childhood Education
	10011	Elementary Education: Curriculum, Instruction and Assessment
	10041	English Language, Literature and Composition: Content Knowledge
	10830	Environmental Education
	10435	General Science: Content Knowledge
	10310	Library Media Specialist
	10061	Mathematics: Content Knowledge
	20300	Reading Specialist
	10951	Social Science: Content Knowledge
	10081	Social Studies: Content Knowledge
	20354	Special Education: Core Knowledge and Applications
	30511	Fundamental Subjects: Content Knowledge (All Candidates N-6 & K-12)

**Advisor's Section (2of 3)**

**Advisor, please check off which course the student is required to take during the student teaching semester: (Applicant don't forget to register through Self Service!)**

**Undergraduate Course Listings (12 credits unless noted)**

ED 416 Elementary Ed Only (K-6)	ED 443 Triple Elementary, Early Childhood, and Special Ed
ED 416 Elementary Ed (K-6) <b>and</b> Early Childhood Ed (Pre-K-3)	ED 417 Secondary Ed _____ (indicate subject area, i.e., English, Math, etc.)
ED 443 Dual Elementary and Special Ed	ED 419 Art Ed ( <b>8 credits</b> )

**Graduate Course Listings (6 credits unless noted)**

**Advisor: Please provide Graduate students with an updated and signed Certification Analysis Form.**

ED 470 Elementary	ED 579 Library Science K-12 (6 credits)
ED 470 Early Childhood	ED 579 Library Science K-12 (3 credits) Must include copy of PA Certificate
ED 471 Secondary _____ (Please fill in subject area)	ED 597 Special Education K-12
ED 474 Art Education K-12	ED 520B (3 credits)
ED 478 Environmental Education K-12	ED 592 Elementary/Special Ed

**Advisor:** If applicable, please provide a list of any coursework that will be completed **during** applicant's student teaching semester.

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**Advisor:** If applicable, please provide a list of any coursework that will be completed **after** applicant's student teaching semester.

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**Advisor's Section (3 of 3)**

**Advisor: Please note, by signing this page you are agreeing that the applicant has/will complete(d) all coursework required for certification and is aware of all testing requirements.**

Education Department Advisor's Signature _____ Date: _____
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**Applicant: Please note that all coursework must be completed for certification to be processed. By signing this page you are acknowledging that course work has/will be completed before your certification is issued and you are aware of all testing requirements.**

Student's Signature _____ Date: _____
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## **Required Documents**

**Applicant**, please **include the required documents** with your application. (No staples, please.)

**Please note: All clearances and TB tests must be valid throughout your student teaching semester. Please update your clearances accordingly. Failure to provide updated clearances will delay placement requests and may interfere with completion of your certification.**

<b><u>Renewal Dates</u></b>	<b><u>For Fall Student Teaching:</u></b>  <b>Renew between December 15<sup>th</sup> – December 31<sup>st</sup></b>  <b>Forward updated clearances to Office of School and Community Collaborations by April 1<sup>st</sup>. Submit your current clearances with your application.</b>	<b><u>For Spring Student Teaching:</u></b>  <b>Renew between May 10<sup>th</sup> – 30<sup>th</sup></b>  <b>Submit your updated clearances with your applications.</b>
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	<b>Undergraduate Applicants:</b>	Check Off
2 Copies	Pennsylvania Child Abuse History Clearance	
2 Copies	Pennsylvania State Police Criminal Record Check	
2 Copies	Federal Criminal History Background Check (FBI Check)	
2 Copies	Current TB test	
2 Copies	Professional one page resume- (Highlighting your work in the field of education. Please see example at end of application.)	
2 Copies	Current Unofficial Arcadia Transcripts	
2 Copies	Praxis I passing scores. Praxis II passing scores or copy of registration.(We <b>strongly</b> recommend completion of Praxis II before the student teaching semester)	
2 Copies	PSEA membership- See website for more information and application for membership. <a href="http://www.psea.org/students/">www.psea.org/students/</a> (**Fall Applicants Only: PSEA's membership year runs from September to August. Therefore in order to have a current membership for your student teaching semester, please complete and submit your membership <b>after April 1<sup>st</sup>.</b> )	
1 Copy	A copy of your Education Department admission letter	

**Required Documents (cont'd)**

	<b>Graduate Applicants:</b>	Check Off
2 Copies	Pennsylvania Child Abuse History Clearance	
2 Copies	Pennsylvania State Police Criminal Record Check	
2 Copies	Federal Criminal History Background Check (FBI Check)	
2 Copies	Current TB test	
2 Copies	Professional one page resume- (Highlighting your work in the field of education. Please see example at the end of application.)	
2 Copies	Current Unofficial Arcadia Transcripts	
2 Copies	Unofficial Undergraduate Transcripts (with proof of Undergraduate Degree completion)	
2 Copies	Praxis I passing scores. Praxis II passing scores or copy of registration.(We <b>strongly</b> recommend completion of Praxis II before the student teaching semester)	
2 Copies	PSEA membership- See website for more information and application for membership. <a href="http://www.psea.org/students/">www.psea.org/students/</a> (**Fall <b>Applicants Only</b> : PSEA's membership year runs from September to August. Therefore in order to have a current membership for your student teaching semester, please complete and submit your membership <b>after April 1<sup>st</sup>.</b> )	
1 Copy	A signed copy of your Certification Analysis Form or Program Plan	

## **Required Documents**

	<b>Graduate Employed Applicants:</b>	Check Off
2 Copies	Professional one page resume- (Highlighting your work in the field of education. Please see example at end of application.)	
2 Copies	Current Unofficial Arcadia Transcripts	
2 Copies	Unofficial Undergraduate Transcripts (with proof of Undergraduate Degree completion)	
2 Copies	Praxis I passing scores. Praxis II passing scores or copy of registration.(We <b>strongly</b> recommend completion of Praxis II before the student teaching semester)	
2 Copies	PSEA membership	
1 Copy	A signed copy of your Certification Analysis Form or Program Plan	
1 Copy	A signed copy of your Employer Letter- See link under Graduate Forms for Employed Teachers	
1 Copy	A copy of your Teaching Schedule- See link under Graduate Forms for Employed Teachers	

## **Essay Required of all Applicants**

Please include the following written piece with your application. In two hundred words or less, write a summary of your beliefs about teaching and learning.

## **Pre-Service Fieldwork Experiences**

To the best of your ability, please fill in the Fieldwork Experiences table below in as much detail as possible. We are interested in knowing what experiences you have participated in that were a part of your preparatory coursework. *Please do not include voluntary experiences in schools or with community groups that you arranged for yourself, unless you did so to meet a course requirement.*

Course Name and Number	Describe the fieldwork setting (School, grade, subject)	Describe what you did and number of students involved	**PDE stage

\*\*PDE Fieldwork Stages- Stage 1: Observation (Reflective journal) Stage 2: Exploration Stage (Work with individual students, classroom tasks) Stage 3: Pre-Student Teaching (teaching small to large groups, assessment)

**Placement Request Information:**

Please indicate the semester and year in which the practicum will be completed.

Fall\_\_\_\_ Spring\_\_\_\_ Year: 20\_\_\_\_\_

Please indicate your enrollment status: **(Check One)**

	<b>Undergraduate</b>
	<b>Graduate</b>
	<p><b>Graduate Employed</b> (If you are currently employed by a school and would like to complete your practicum where you are employed, <u>you must be teaching full-time in the area of your certification</u> and previously taught in the same school for one full semester prior to beginning practicum. <b>*Please note:</b> the Office of School and Community Collaborations must grant approval for this placement, please include a signed employer letter.)</p> <p><b>Please fill out the following information regarding the school at which you are employed:</b></p> <p>Name of School: _____</p> <p>District: _____</p> <p>Grade(s): _____</p> <p>Subject(s): _____</p> <p>Certification Area _____</p>

**Important Notation about Specific Districts**

If you are interested in placement in any of the following districts: **Central Bucks, Colonial, Council Rock, Great Valley, or Phoenixville**, please contact Christine Miller in the Office of School and Community Collaborations before turning in this application. There are additional requirements you must complete before submitting your application. ([millerc@arcadia.edu](mailto:millerc@arcadia.edu) or 215.572.2119)

## **Placement Request Information**

For Pennsylvania certification, you must student teach in a PA public school (charter schools are public schools) We usually place students in Montgomery, Bucks, Chester and Delaware counties)

Please List your School District Preferences:

1<sup>st</sup> preference: \_\_\_\_\_

2<sup>nd</sup> preference: \_\_\_\_\_

3<sup>rd</sup> preference: \_\_\_\_\_

Please note the following: The Office of School and Community Collaborations does its best to take your preferences into account when sending out placement requests. Due to the high number of requests for placements that our office and subsequently our partnering school districts receive, only a limited number of placements can be provided by each district. Therefore, in the event that we are not able to place you in your first preference we will attempt to place you in your second, followed by your third selection. In the event that your preferences are over-subscribed or if you do not indicate alternative preferences, you may be placed in another school district. We want each student to have a meaningful and successful student teaching semester and are committed to serving your best interests. Therefore the Office of School and Community Collaborations reserves the right to make final determinations on student teaching placements and requests. If you have any specific concerns please do not hesitate to contact the office at 215. 572.2119.

**If you have school aged children you may not student teach in the school district where they attend.** Please list the school(s) which they attend:

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**If you have relatives employed by a school district you may not student teach in the district of their employment.**

Please list your relation and the location of their employment:

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If you are interested in a **Bilingual** student teaching placement please list language of fluency.

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If you are interested in **student teaching abroad** (check here) \_\_\_\_\_  
Please contact Jan Finn, Associate Dean of International Affairs at 267-620-4112.

### **Additional Placement Information:**

**Please note and initial the following important information regarding your placement:**

*Students may not contact teachers, principals, or schools requesting a placement.*  
There is a formal procedure followed by the Office of Student Teaching regarding obtaining student teaching placements. If students contact teachers, principals, superintendents, etc. for the purpose of obtaining a student teaching placement, it is working outside of this procedure. This may not only jeopardize your placement with the district but may also jeopardize Arcadia's professional relationship with the school districts.

Initial \_\_\_\_\_ *I understand that I should not contact any individuals or school districts regarding my student teaching placement and will work solely through the student teaching office at Arcadia University.*

Students will not student teach in a school district which employs a relative or one in which my children are attending.

Initial \_\_\_\_\_ *I have fully disclosed all information regarding employment status and enrollment status of my relatives.*

Each school district has a quota for each semester. The quota is determined by a number of factors including (1) the number of school placements available; (2) partnership agreements with school districts; (3) supervisory case load which allows quality supervision; and (4) effort to balance case loads. There is no guarantee that district preferences can be granted. Preferences will be used as a guide. However, you should plan for an alternative assignment, should your preference(s) be over-subscribed.

Initial \_\_\_\_\_ *I understand that my student teaching placement may be in Montgomery, Bucks, Delaware, Chester, or Philadelphia County. I agree to accept the placement that Arcadia University obtains for me.*

Our experience has been that successful student teaching is influenced more by your personal investment than by the location of your student teaching placement.

Furthermore, it is difficult for a school district to change a placement once it has been confirmed.

Initial \_\_\_\_\_ *I will not request a change in my placement due to the district, the cooperating teacher, the grade level, or any other variable.*

### **Additional Placement Requirements**

Please initial that you are available for full time teaching 5 days per week (before, during, and after the school day) for 14 weeks beginning with the school year in September or the third week of January.

Initial \_\_\_\_\_

Please initial that you are available for the required seminars, held on Wednesdays from 5:00-7:00 PM. Dates of the seminars will be in the syllabus each semester.

Initial \_\_\_\_\_

*\*\*Don't forget to register for your Student Teaching course through Self-Service's website! (See course selected on page 3)*

### **Release Form Requirements:**

Please acknowledge that Arcadia University is authorized to release copies of the following documents for purposes of placement:

Arcadia University transcript	_____ (Please Initial)
Non-Arcadia University academic transcripts	_____ (Please Initial)
Resume	_____ (Please Initial)
Child Abuse Clearance	_____ (Please Initial)
Criminal Record Check	_____ (Please Initial)
TB Test Results	_____ (Please Initial)
FBI Clearance	_____ (Please Initial)
Praxis Test Results	_____ (Please Initial)

**Please note that if you did not initial any of the above, your application cannot be processed and is not ready to be submitted.** Please contact the Office of School and Community Collaborations at 215-572-2119 if you have any concerns.

## **Signatures**

Please be sure that you have (1) read this application in its entirety, (2) have attached all of the required documents, and (3) have obtained your advisor's signature.

Your signature below represents that you have  
read this application and agree to the terms.

Applicant's Signature: \_\_\_\_\_ Date \_\_\_\_\_

If you have any questions regarding the application procedure, please direct inquiries to:

Ellen Scales, Ph.D.

Director of School and Community Collaborations,

Taylor Hall, Rm.105.

(215) 572-2119 (phone)

(215) 572-4075 (fax)

E-mail: [scalese@arcadia.edu](mailto:scalese@arcadia.edu)

### **FOR OFFICIAL USE ONLY:**

Admitted to Student Teaching Practicum (    )

Not Admitted (    )

Signed by Director of Student Teaching

Date

Example of Student Teaching One Page Resume

General contact information with professional e-mail address

# Ellen B. Scales

123 ABC Way ♦ Schoolville, PA 12345 ♦ (215)555-1234 ♦ escales@arcadia.edu

Education:

Arcadia University Program Month/Year degree is anticipated

Other University Program Month/Year degree is anticipated (list all undergraduate/graduate degrees)

Examples of relevant teaching experience. Think about your courses. What work have you done with children? Think about your fieldwork at Arcadia.

Fieldwork associated with courses:

- Planned and implemented science unit on day and night cycle for 3<sup>rd</sup> grade students at Superstars Elementary School
- Tutored 9<sup>th</sup> grade students in math at Numbersense High School for 7 weeks
- Assisted teacher in 6<sup>th</sup> grade learning support classroom with daily goals and behavioral support at Helpinghands Middle School during fall semester

Volunteer Work:

- Designed and implemented after-school program for Philadelphia children and youth in West Philadelphia Community Center September 2009 - June 2010
- AVID tutor in Philadelphia September 2009 - June 2010
- RTII tutor in Upper Dublin School District September 2010 - June 2011
- Big Sister program volunteer September 2008 - current

Other relevant professional experiences

- Part-time caregiver for a student with Autism from September 2010- June 2011.
- Participated in a research symposium at Arcadia University on instructional strategies for English as Second Language Learners.