

Graduate Special Education Licensure – Student Teaching Under Contract (ABS, ASD, DCD, EBD, ECSE, SLD) Student Teaching Application Procedures

- Your student teaching application and materials must be submitted to the Office of Field and International Experience (OFIE) using Qualtrics.
 - The Special Education Graduate Coordinator and OFIE staff will review your student teaching application and materials after the application submission due date. If you have not submitted all the required materials, your application will be coded as incomplete and further directions will be emailed to you using your MNSU email account.
1. **Complete the Application for Student Teaching in Qualtrics**
 - [Found on the MSU website page: Student Teaching Application](#)
 - Scroll down to Special Education (SPED) Graduate Students
 2. **Submit your Student Teaching STUC Forms**
 - [Found on the MSU website page: Student Teaching Application](#)
 - If you have a qualifying teaching position in a district, download the SPED Graduate STUC form.
 - This form must be completed and signed by the teacher candidate, mentor teacher, and school administrator. Signatures indicate agreement to the Student Teaching Under Contract requirements.
 - **Scan and upload the form with signatures.**
 3. **Submit your Plan of Study**
 - Submit your Plan of Study for your specific licensure program (ABS, ASD, DCD, EBD, ECSE, or SLD).
 - Your plan of study can be obtained from your department. Contact your advisor or the SPED Graduate Coordinator.
 - **Upload your plan of study.**
 4. **Submit your Unofficial Transcript(s)**
 - Submit your unofficial transcript from MSU – obtained through e-services.
 - Submit your unofficial transcript from other institutions if it pertains to your degree (if applicable).
 - **Upload your unofficial transcript(s).**
 5. **Obtain Course Substitutions/Waivers**
 - Upload documentation for any substitutions or waivers (if applicable).
 - **Upload each document (as applicable).**
 6. **Copy of Current Teaching License(s)**
 - Submit verification of any licenses that you currently hold.
 - **Upload each document (as applicable).**
 7. **Verify your Proof of Liability Insurance**
 - Submit documentation that provides active dates of your liability insurance.
 - **Upload documentation.**

Insurance Options **You must be covered THROUGH your student teaching semester.*

- **Education Minnesota:** You are covered via your student membership. For each year you are a student member, you will receive a discount on your professional membership once you are a teacher. MSU receives weekly lists of current members. [Education Minnesota](#)
- **Association of American Educators:** See details of student member benefits. You must submit a copy of member verification. [Association of American Educators](#)
- **Content-Specific Professional Organizations:** Some organizations offer professional liability insurance. You must

submit a copy of your current membership along with a copy of the liability insurance benefit statement from the organization.

- **Personal Insurance:** Some personal insurance companies offer professional liability insurance. You must submit a copy of the liability insurance benefit statement from the company.
- **School District Liability Insurance:** If you are covered for professional liability in a school setting from another insurance provider, provide a copy of the insurance card and the section of the policy indicating your coverage.

Contact Information:

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Minnesota State University, Mankato has a commitment to a respectful learning environment. Students have the right to seek a remedy for a decision they believe a campus office/department has made is unfair, arbitrary, or capricious. The variance process is designed to formalize the method by which a student may appeal a decision relating to knowledge, skills, dispositions, or program requirements. Students interested in submitting a variance request should log into [Student Information Management System - SIMS](#), complete the on-line form and submit it.