



# MINNESOTA STATE UNIVERSITY, MANKATO

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COLLEGE OF  
EDUCATION

Big ideas. Real-world thinking.

# Student Teaching Application Process

## Elementary & Literacy Education



# Information to Share

- Reviewing requirements for student teaching
- Student teaching placements
  - Placement procedures
- Global student teaching opportunities
- Application process



# Student Teaching Application Deadline

Tuesday, March 12 by 4pm



# Application Requirements

- You are required to submit your application by **Tuesday, March 12th by 4:00 pm**
- Placement conversations (March 25 to April 5)
  - You will receive an email to sign up for a time that works for you
  - One-on-one conversations
  - Must complete Student Teaching Applications

# Prerequisites for Student Teaching

- Complete all course requirements prior to starting student teaching
- Signed Verification Form from your advisor
- Meet the GPA requirements of your program
  - 3.0 in all ELE courses





# Placement Guidelines

- Clinical experiences (field experiences, including student teaching) are vital to the MSU Mankato teacher preparation program.
  - Put the theory from coursework into practice
  - Each experience is thoughtfully selected to allow pre-service teachers exposure to a variety of grade levels, schools and cooperating teachers
  - Work with students who differ in race, ethnicity, home language, socioeconomic status and with a range of exceptionalities
- Requirements
  - Annually complete background check
  - Obtain liability insurance
  - Ability to travel to school partner sites
    - MSU, Mankato does not provide transportation to school sites or guarantee that specific location requests can be accommodated

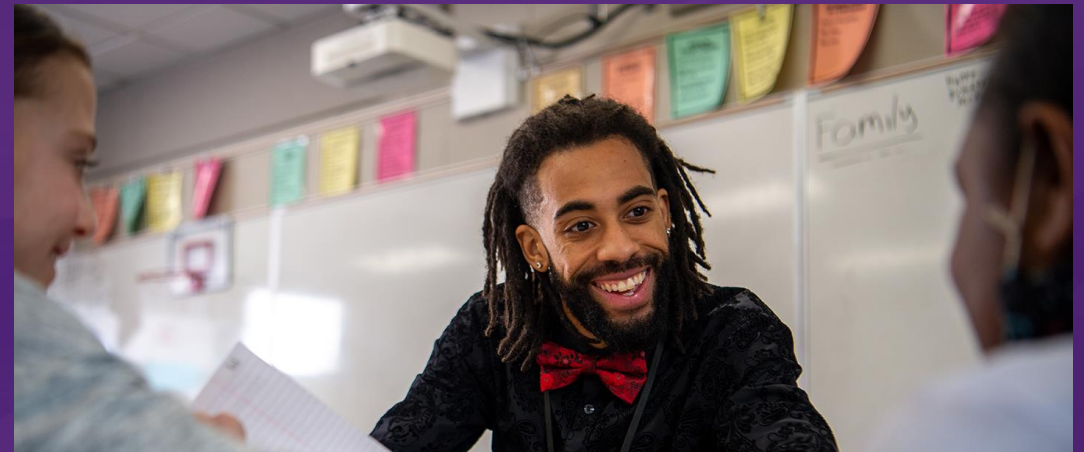
# ELE Placement Guidelines

- Candidates may not attempt to secure their own placement
- Yearlong placements
  - You will likely be in the same classroom for both semesters
- Indicate and commit to which campus you plan to complete Block III and Student Teaching
- We will arrange placements within 60 minutes from either Edina or Mankato campus, based on normal traffic patterns



# We prioritize placements based on:

- Minnesota Education Partnership (MEP) sites
- Quality of placement
- Licensure requirements
- Availability of qualified school/mentor teacher



# Things to Remember

- Plan ahead
  - Travel
  - Work schedules
  - Extra-curricular activities
- Save the date – **Student Teaching Orientation!**
  - Attendance is required; **hold week of December 16**
  - Orientation runs the entire day
- For initial licensure, you are required to student teach for the entire semester
  - If your goal is to add additional licenses, plan to extend your student teaching experience

# Student Teaching

## Application Documents

- DARS/Plan of Study Verification form
- About Me
- Authorization for Release of Student Information
- Application

# DARS Verification form

- Download a copy of your DARS report
- Schedule a meeting with your advisor
  - You will review your DARS to ensure you are on track to move forward to Block III
- Complete the DARS Verification form
- Obtain a signature from your advisor **BEFORE** you submit your Student Teaching Application



## DARS/Plan of Study Verification

ELE / KSP / SPED ABS

Teacher Candidate Tech ID: \_\_\_\_\_

License Area: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

### Teacher Candidate Directions:

- You need to schedule an appointment with your advisor and/or content faculty member to ensure that you are on track to complete your requirements for licensure and graduation.
  - Note: KSP teacher candidates need to meet with their content advisor(s) AND KSP faculty/coordinator.
- **Undergraduates:** Print your DARS report from E-Services and bring it with you to the appointment with your advisor(s).
- **Graduates:** Make sure to bring your plan of study and transcript(s) with you to the appointment with your advisor(s).
- Use your DARS report/transcript(s) to verify with your advisor and/or content faculty member that you are on track and should be eligible to student teach in the semester selected on your student teaching application as based on the requirements and prerequisites for this course experience.
- Scan and upload this form to your student teaching online application.

Teacher Candidate Signature: \_\_\_\_\_

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

### Faculty Verification:

- The teacher candidate is directed by the Office of Field and International Experience to verify their DARS/plan of study/transcript(s) with their advisor and/or content faculty that they are on track to move to the next block/level and student teaching.
- Teacher candidates must scan and upload this form to their student teaching application.

By signing this form, faculty is verifying that this teacher candidate is on track and should be eligible to student teach in the semester selected on their application as based on the requirements and prerequisites for this course experience.

ELE Advisor Signature	ELE Advisor Printed Name	Date

SPED Advisor Signature	SPED Advisor Printed Name	Date

KSP Teacher Candidates		
Content Advisor Signature	Content Advisor Printed Name	Date
KSP Faculty/Coordinator Signature	KSP Faculty/Coordinator Printed Name	Date

ELE/KSP Minor/Add'l Advisor Signature (if applicable)	ELE/KSP Minor/Add'l Advisor Printed Name (if applicable)	Date



# About Me

- Purpose is to help build connections with mentor teachers
- Download the "About Me" [Template](#)
- Save the document as Last Name\_First Name\_AM
- Keep the questions included in the document
  - This will help guide the reader
- Keep each response to one or two paragraphs (but more than 1 or 2 sentences)
- Clarity of thought and mechanics are important
  - Have other people read and proofread your work
- Be thoughtful and maintain a positive tone throughout your responses

# Authorization for Release of Student Information



## AUTHORIZATION FOR THE RELEASE OF STUDENT INFORMATION

To Whom It May Concern:

I, \_\_\_\_\_, \_\_\_\_\_ (Tech ID), hereby authorize Minnesota State University, Mankato to release the education records described below about me to appropriate personnel of school districts under contract with the University to provide student teaching experiences.

The specific records covered by this release are: application for student teaching, grade point average, essay, documentation of field experience performance, background check information, and transcripts.

The persons to whom the information may be released, and their representatives, may use this information for the following purposes: placement for field experiences, specifically student teaching.

I understand that the student record information listed above includes information that is classified as private on me under Minnesota Statutes 13.32 and the federal Family Education Rights and Privacy Act. I understand that by signing this Informed Consent Form, I am authorizing Minnesota State University, Mankato to release information to the persons named above and their representative(s), which would otherwise be private and not accessible to them. I understand that without my informed consent, Minnesota State University, Mankato could not release the information described above because it is classified as private.

I understand that when my education records are released to the persons named above and their representatives, Minnesota State University, Mankato has no control over the use the persons named above or their representatives make of the records.

I understand that, at my request, Minnesota State University, Mankato must provide me with a copy of any educational records it releases to the persons named above pursuant to this consent. I understand that I am not legally obligated to provide this information and that I may revoke this consent at any time. This consent expires upon completion of the above stated purpose or after one year, whichever comes first.

However, if the above stated purpose is not fulfilled after one year, I may renew this consent. A photocopy of this authorization may be used in the same manner and with the same effect as the original documents.

I am giving this consent freely and voluntarily and I understand the consequences of my giving this consent.

Signature:

Date:





# Complete Application

## DUE Tuesday, March 12

- Complete the [Student Teaching Application](#) in Qualtrics
- For questions regarding the application, please email [OFIE@mnsu.edu](mailto:OFIE@mnsu.edu)



# Global Student Teaching Experience

- Possible locations may include:
  - Full semester
    - Aldine, Texas
  - Four to six weeks
    - Costa Rica
    - Norway (Social Studies Only)
    - Sweden
- Costs will vary and scholarships are available
- Be sure to indicate your interest on your application
- Dr. Finsness will contact you with additional information



# Now is the time to...

- Check all your social media sites
- Review your background check
- Consider student teaching semester impacts and plan ahead
  - Restricted work hours
  - Transportation options
  - Accommodation possibilities
- Think outside the box – consider global student teaching!



# Questions?

*"Knowledge is power,  
but enthusiasm throws the switch."*

Bj Marshal