



MINNESOTA STATE UNIVERSITY, MANKATO

COLLEGE OF
EDUCATION

Big ideas. Real-world thinking.

Student Teaching Application Process

KSP – MAT/Post Bac



Purpose of Session

- 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 this semester
 - Even if you need to postpone moving to Level III
 - It will take longer to secure a placement if you register for Level III without submitting your application

Prerequisites for Student Teaching

- Complete all course requirements prior to starting student teaching
 - This includes KSP courses AND content courses
- Meet the GPA requirements of your program



Placement Guidelines for Students Teaching Under Contract (STUC)

- STUC candidates
 - Students with full-time teaching contracts
 - Complete student teaching requirement (MNSU 16 weeks) in your classroom
- Supervision Requirements
 - PELSB requires the district provide a mentor teacher, with your licensure area, for a minimum of 24 hours during the semester
 - MSU provides a University Supervisor to observe and evaluate you during the semester

Placement Guidelines for STUC Cont.

- Grade Level Configurations
 - 5-12 Licensure
 - Requires a Middle and High School placement
 - K-12 Licensure
 - Requires an Elementary, Middle, and High School placement
- Placement Process
 - Once you confirm a teaching contract, you will receive a separate email with STUC contract agreement forms and professional seminar dates
 - OFIE will secure field experience placements for any required grade configurations in the district nearby

KSP Placement Guidelines for Paraprofessionals & Substitute Teachers

- Paraprofessionals
 - It may be possible to complete some of your field experience with mentor teachers IF they teach in your licensure area
 - If this not the case, OFIE will attempt to place you within your school site or district
- Substitute Teaching
 - You can rarely fulfill field experience requirements as a substitute

KSP Placement Guidelines for all other Candidates

- 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

KSP Placement Guidelines Cont.

- Candidates may not attempt to secure their own placement
- 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
 - 5-12/K-12 Licensure: MSU requires a 16 week student teaching experience
 - You may have two placements during student teaching
 - 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

Plan of Study Verification

- Download a copy of your Plan of Study
- Schedule a meeting with your CONTENT advisor
 - You will review your plan of study to ensure you are on track to move forward to level III
- Schedule a meeting with your KSP advisor
 - You will review your plan of study to ensure you are on track to move forward to level III
- Complete the DARS/Plan of Study Verification form
- Obtain a signature from BOTH advisors **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
<input type="text"/>	<input type="text"/>	<input type="text"/>

SPED Advisor Signature	SPED Advisor Printed Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

KSP Teacher Candidates		
Content Advisor Signature	Content Advisor Printed Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
KSP Faculty/Coordinator Signature	KSP Faculty/Coordinator Printed Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

ELE/KSP Minor/Add'l Advisor Signature (if applicable)	ELE/KSP Minor/Add'l Advisor Printed Name (if applicable)	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>



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



Global Student Teaching Experience

- Possible locations may include:
 - Full semester
 - Aldine, Texas
 - Four to six week
 - Costa Rica
 - Norway (Social Studies Only)
 - Sweden
 - Alaska (tentative)
 - Kenya (tentative)
- Cost 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