

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 OFIE staff will review your student teaching application and materials after the application submission due date. If you have not submitted all needed materials, your application will be coded as incomplete and further directions will be emailed to you using your MNSU email account.
- ✓ You **MUST** be admitted into Professional Education prior to student teaching. If you are currently not admitted or have been granted a provisional admittance, please contact Jill Ryan in the Academic Advising Office to see what you still need to complete. Basic skills tests or qualifying ACT/SAT must be completed before you apply for student teaching.

A **complete** Application for Student Teaching will include the items listed below:

- ☐ Application for Student Teaching (Qualtrics)
- ☐ DARS/Plan of Study Verification Form signed by your Advisor(s)
 - Undergraduate students have a DARS Report
 - Graduate students have a Plan of Study
 - KSP candidates need to have this form signed by both the content advisor and the KSP coordinator
- ☐ About Me Document
- ☐ Authorization for Release of Student Information form

Important Website:

- OFIE student teaching application website: ed.mnsu.edu/application

What to know about how placements are made:

- OFIE is responsible for securing your field placements and student teaching placement(s). Teacher Candidates are NOT allowed to find their own placement. The OFIE will arrange a student teaching placement within 60 minutes (approximate) from either the Edina or Mankato campus, based on normal traffic patterns. You will not be placed in a school district from which you graduated.
- Every attempt will be made by the OFIE to place teacher candidates in a long-term placement within a Minnesota Educators Partnership site unless the OFIE determines it is necessary to use another district. While this is our goal, not every licensure area lends itself to a long-term placement.

Definitions:

- Long-term placements for ELE candidates: Candidates are placed in the same district, school, and classroom for ELE Block III and Student Teaching.
- Long-term placement for KSP candidates: Candidates are placed in the same school and/or district for Level III and Student Teaching.
- Minnesota Educators Partnership sites:
 - Non-Metro: Faribault, Le Sueur-Henderson, Mankato, Owatonna, Tri-City United, Waseca
 - Metro: Faribault

KSP Graduate (MAT/Post Bac) students who are planning to student teach under contract (STUC):

- Forms can be found on the OFIE website: ed.mnsu.edu/application

Student Teaching Application Checklist

☐ Complete the Application for Student Teaching in Qualtrics

- Access the application link on the [website](#).
- Plan living accommodations and transportation for both semesters. Think about possibilities of living in different cities, with family, friends, etc., which are closer to the Edina and Mankato campuses.
- Indicate whether you are interested in a metro or non-metro placement. You will be placed within 60 minutes (approximate) from either the Edina or Mankato campus, based on normal traffic patterns. Students enrolled in classes at the Edina or Normandale campus will be given priority for metro placements.
- List accommodations, medical needs, special circumstances, etc. that may impact your placement.
- To establish yourself in the role of a professional (not student, parent, coach, spouse, etc.), placements will not be made where staff/students know you well, where you know family/friends working, where your children attend, etc. Please indicate these schools on your application.
- Consider [global options](#). At this juncture, you are merely expressing interest in the programs. This does not indicate a final commitment to participate. OFIE will contact you during ELE Block III/KSP Level III/SPED Block IV to determine your interest and eligibility.
- STEM ELE candidates will be placed at a STEM site for at least one field experience.
- All placements will be made within a Minnesota Educators Partnership site unless OFIE determines to place elsewhere.

☐ Complete DARS/Plan of Study Verification Form with Advisors

- Download the [DARS/Plan of Study Verification Form](#).
- Advisor signatures are needed on this form, so make appointments early. Undergraduate students will review their DARS Report, and graduate students will review their Plan of Study/transcripts with their advisors. They need to make sure that your plan will satisfy all program requirements PRIOR to student teaching.
- KSP candidates must first meet with their content advisor then their KSP coordinator.
- **Scan and upload form to the Student Teaching Application.**

☐ Complete the About Me Document

- Download the About Me template from the [website](#).
- Be sure to submit a Word Document, not a PDF.
- This is your opportunity to personally introduce yourself to potential administrators and mentor teachers.
- **Scan and upload document to the Student Teaching Application.**

☐ Complete the Authorization for Release of Student Information Form

- Download the [Release of Student Information](#) PDF document from the website and complete the form.
- This form allows us to release your paperwork to any school district.
- **Scan and upload form to the Student Teaching Application.**

**Please email changes (name, address, or other relevant information) to
OFIE@mnsu.edu as soon as possible.**

Office of Field and International Experience
Armstrong Hall 119
Minnesota State University, Mankato 56001

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.