Graduate Special Education Licensure (ABS, ASD, DD, EBD, ECSE, LD) – Placement Needed
Student Teaching Application Procedures

✓ *Your student teaching application and materials <u>must</u> 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 needed materials, your application will be coded as incomplete and further directions will be emailed to you using your MNSU email account.*

Your student teaching application and materials MUST be submitted to the OFIE using Qualtrics.

A <u>complete</u> Application for Student Teaching packet for a student with a <u>university selected placement</u> will include the items listed below:

- ☐ Application for Student Teaching - SPED Graduate Placement Needed
- ☐ Plan of Study
- ☐ Unofficial Transcript(s)
- ☐ Substitutions and/or Waiver form(s) (if applicable)
- ☐ About Me
- ☐ Authorization for Release of Student Information form
- ☐ Copy of Current License(s) (if applicable)
- ☐ Proof of Liability Insurance
- ☐ Background Check Verification

Important Website:
- OFIE student teaching application webpage: ed.mnsu.edu/application

Student Teaching Application Checklist

☐ **Complete the Application for Student Teaching in Qualtrics**
  o Access the application link on the website.

☐ **Submit your Plan of Study**
  o Submit your Plan of Study for your specific licensure program (ABS, ASD, DD, EBD, ECSE, or LD). Your plan of study can be obtained from your department.
  o **Upload 1 copy of your plan of study.**

☐ **Submit your Unofficial Transcript(s)**
  o Submit your unofficial transcript from MSU – obtained through e-services.
  o Submit your unofficial transcript from other institutions if it pertains to your degree (if applicable).
  o **Upload 1 copy of your unofficial transcript(s).**

☐ **Obtain Course Substitutions/Waivers**
  o Upload documentation for any substitutions or waivers (if applicable).
  o **Upload 1 copy of each (as applicable).**

☐ **Complete your About Me**
  o Download the About Me template from the website.
  o This is your opportunity to personally introduce yourself to potential administrators and mentor teachers.
  o **Scan and upload 1 copy.**

- ☐ **Complete the Authorization for Release of Student Information Form**
  - o Download the "Release of Student Information" PDF document from the website and complete the form.
  - o This form allows us to release your paperwork to any school district.
  - o **Upload 1 signed copy.**

- ☐ **Copy of Current License(s)**
  - o Submit verification of any licenses that you currently hold.
  - o **Upload 1 copy (if applicable).**

- ☐ **Verify your Proof of Liability Insurance**
  - o Insurance Options (must update your insurance yearly and 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,M receives weekly lists of current members. www.educationminnesota.org
    - • **Association of American Educators**: See details of student member benefits. You must submit a copy of member verification. http://www.aaeteachers.org
    - • **Content-Specific Professional Organizations**: Some organizations might 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 might 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, please provide a copy of the insurance card and the section of the policy indicating your coverage.
  - o **Scan and upload 1 copy of documentation that provides active dates of your liability insurance.**

- ☐ **Obtain your Background Check Verification**
  At the time you submit your application for student teaching, your federal criminal background check must be current.
  - o Background check information can be found at: https://ed.mnsu.edu/centers-offices-college-of-education/field-international-experience/background-check/
  - o Completed background checks will be reviewed by the Office of Field and International Experience for discrepancies. Results will be communicated to school district officials (administrators, Human Resource departments, placement coordinators, teachers-on-special-assignment, etc.).
  - o Discrepancies noted on background checks may lead to difficulties/inabilities to secure a student teaching placement. We will only try to place you in three districts.
  - o Candidates with discrepancies are encouraged to include a letter of explanation with their application packet.
  - o Minnesota State University, Mankato will not release the results of these background checks to outside agencies.
  - o **Upload 1 copy of your complete background check results summary.**

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

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.