Washburn University  
Department of Education  

Student Teaching Checklist

☐ Read pages 1-2 of Application  
☐ Fill out Application  
☐ Signature of Student  
☐ Signature of Advisor or Department Chair  
☐ Include a copy of your Detailed Audit  
☐ Highlight ALL classes that are shown as not met on the Detailed Audit  
☐ Include an explanation for all courses that are listed as not met  
☐ Provide a list of currently enrolled courses and future courses for program completion  
☐ Include a hard copy 1 page letter of introduction  
☐ Include a hard copy resume  
☐ E-mail an electronic copy of letter and resume to denise.salsbury@washburn.edu  
☐ Read and complete checklist  
☐ Signature on checklist

Additional Information

List the elementary, middle, and high schools you have attended.

<table>
<thead>
<tr>
<th>School</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary School</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle School</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High School</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

University/College Degree (Include the complete graduation, i.e. 10-28-2008)

________________________________________________________________________

I am a **Degree Seeking** student in the ____________________________________  
(Program with Emphasis

Or

I am a **Licensure Only** student in the ____________________________________ program.

Student Teacher Signature _____________________________________________

All documentation must be included in this packet on the required deadline date  
(FRIDAY, SEPTEMBER 21, 2012 AT 4 P.M.), or it will delay the processing of your student teaching application and subsequent student teaching assignment.
Student Teaching Policies
Department of Education
The Reflective Educator

Application Deadline
To assure that all students receive appropriate consideration for student teaching and to facilitate placement of student teachers, the deadline for the submission of completed student teaching applications shall be the last Friday of the first full month of the semester prior to the student teaching semester.

Completed applications must include all required signatures. Applications for Elementary Student Teaching must be approved by the student’s assigned Elementary Education Advisor; applications for Secondary and P-12 Student Teaching must be approved by the Chairperson of the Teaching Specialty Department or an advisor from the major department. Completed applications must be handed in (not mailed) to the Department of Education Office, Carnegie Building Room 202.

Prerequisites
To be eligible for student teaching students must; a) have filed a student teaching application as described above; b) have completed ALL professional education courses with a grade of C or better prior to the student teaching semester; c) have completed ALL content area teaching specialty courses with a grade of C or better prior to the student teaching semester d) have completed ALL general education courses and courses in the content/specialty area prior to student teaching e) have a cumulative professional education GPA of 2.75 or better, a specialty GPA of 2.75 or better, and an OVERALL cumulative GPA of 2.50 or better; f) application must be approved by the Department of Education.

Applications will be accepted only from students who have been fully admitted to the Washburn University Department of Education Professional Teacher Education Program.

Applicants for Student Teaching must have completed all required Professional Education courses and all Teaching Specialty courses required for licensure prior to the Student Teaching semester. Applicants for Elementary Student Teaching must have completed one full semester of residence (a minimum of 12 semester hours) at Washburn. The residence semester must include 8 semester hours of upper-division professional education course work. Applicants for Secondary or P-12 Student Teaching must have completed one full semester of residence (a minimum of 12 semester hours), to include the appropriate teaching methods courses.

Time Requirements
One of the primary objectives of the Student Teaching experience is to acquaint the Student Teacher with the realities of a full-time teaching position. Experienced teachers spend a great deal of time outside of class planning and preparing to teach. The Student Teacher can expect the assignment to be very demanding. Student Teachers are also expected to participate in all school activities when they are scheduled and to attend required Student Teaching meetings.

The Student teaching assignment requires a minimum of 16 weeks of full-time experience in an accredited preschool, elementary, or secondary school. For this reason, Student Teaching is normally scheduled during the regular Fall and Spring Semester.
The Student Teaching Assignment

The Application Form asks for the student’s preferences for the student teaching assignment. Every effort is made to satisfy the student’s preferences; however, the Department of Education cannot guarantee that an appropriate assignment can be arranged with any particular Cooperating District, Cooperating School, or Cooperating Teacher/Mentor. Candidates are encouraged to select a school and/or mentor teacher where and with whom they completed a methods course within a Shawnee County school district. Requests for placements outside of Shawnee County should be accompanied by a written statement explaining the reasons for the request. Obviously, the actual assignment depends on many factors, including:

a. the location of the school; the cooperating school must be within 30 miles of the University. If beyond this distance additional fees will apply.

b. the cooperating district’s willingness to accept the student teacher and;

c. the availability of a qualified Cooperating Teacher/Cooperating Supervisor. Minimum qualifications for a Cooperating Teacher/Cooperating Supervisor are that he or she (1) must be fully licensed in the subject or at the grade level; (2) must have a minimum of three [3] years’ experience as a classroom teacher, (3) must be recommended by the Cooperating Principal and approved by the Cooperating District; (4) must be willing to accept responsibility for the supervision of a Student Teacher, and (5) must be perceived by the Education Department to be an appropriate professional role model. Cooperating Supervisors must also be trained mentors and have had the experience of mentoring students during a methods course.

The University makes every effort to assure that each placement provides the best educational opportunity for the Student Teacher. At the same time, the Cooperating Teacher/Clinical Supervisor and the Cooperating district must ensure that the educational program of the school ultimately benefits from having accepted a Student Teacher. Allowing a Student Teacher to work with a class of students should never be allowed to adversely affect the education of the students in the classroom.

To ensure that the Student Teacher has the opportunity to develop as much personal and professional autonomy as possible, Student Teaching placements are not made in a school (a) which the Student Teacher attended, or (b) where relatives of the Student Teacher are employed or enrolled.

Contacting the School or the District

The University, the Cooperating District and the Cooperating School arrange Student Teaching assignments collaboratively. For this reason, the Student Teacher must never contact a prospective Cooperating Teacher/Mentor or Cooperating School directly in an attempt to arrange the Student Teaching assignment. Any attempt by the student to contact the teacher, school, or district directly may result in denial of permission to Student Teach.

Enrollment

Enrollment in Student Teaching differs in accordance with the Student’s Major or Teaching Specialty:

a. Elementary Licensure (K-6) candidates should enroll in:

   ED 400 - Understanding the School (2)
   ED 405 - Classroom Management (1)
   ED 420 - Elementary Student Teaching (8)
   AND
   ED 415 - 5-8th Grade Student Teaching (4)
   or
   ED 430 - Birth-Grade 3 Student Teaching (4)
   or
   SE 456 - Special Education Practicum I (4)
b. Elementary Licensure (K-6) Only candidates should enroll in:
   ED 400 – Understanding the School (2)
   ED 405 - Classroom Management (1)
   ED 420 - Elementary Student Teaching (12)

c. Secondary Licensure (6-12) candidates should enroll in:
   ED 400--Understanding the School (2)
   ED 405- Classroom Management (1)
   ED 410--Secondary Student Teaching (12)

d. All-levels Licensure (P-12 Art, Music, Foreign Language, or Physical Education majors) should enroll in:
   ED 400--Understanding the School (2)
   ED 405 - Classroom Management (1)
   ED 440 - P-12 Student Teaching (12)

Approval
The Faculty of the Department of Education will review the Student Teaching Application. Permission to Student Teach may be withheld (a) if the student has not fulfilled all prerequisites, or (b) in the judgment of the Department of Education Faculty, the student has not demonstrated sufficient potential for success in the student teaching experience. Should the Student Teaching Application be denied, the student has the right to appeal the decision in accordance with current department and university appeal procedures.

Final approval for student teaching will be based upon official posting of semester grades.

It is the prerogative of the Department of Education to terminate a student teaching assignment when deemed necessary.

Exceptions
Exceptions to these policies may be granted only by formal action of the Faculty of the Department of Education based on consideration of a petition clearly stating extenuating circumstances.

Questions
Questions regarding Student Teaching practices and policies should be directed to the Student’s Professional Education Advisor, to the Coordinator of Student Field Experiences, or to the Chair of the Department of Education.

Revised 7-92, 7-97, 6-01, 7-03, 8/05, 1/06, 8/08, 1/09, 2/09, 3/09, 9/09, 11/09, 1/10, 8/10, 1/11, 3/11, 10/11
# Student Teaching Application

## Student Teaching Semester
- Fall 20___
- Spring 20___

### Personal Data

<table>
<thead>
<tr>
<th>Name (last, first, middle, maiden, other)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>WIN Number</td>
<td>Email Address</td>
</tr>
<tr>
<td>Street Address</td>
<td>Apartment Number</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td></td>
<td>Zip Code</td>
</tr>
<tr>
<td>Local Phone (   )</td>
<td>Message Phone (   )</td>
</tr>
</tbody>
</table>

### Criminal Activity

a. Have you ever been convicted of a felony or a crime involving dishonesty, a controlled substance or a child?
   - No _____  Yes ____  Please attach a copy of the court documents regarding conviction.

b. Have you ever entered into a criminal diversion agreement after being charged with any offense described in question a?
   - No _____  Yes ____  Please attach a copy of the diversion agreement.

c. Are criminal charges pending against you in any state involving any of the offenses described in question a?
   - No _____  Yes ____  Please attach a copy of the court documents regarding your case.

d. Have you ever had a teacher or school administrator's certificate denied, suspended or revoked in any state?
   - No _____  Yes ____  Circle the action taken: denied, suspended or revoked. Which state(s) ________?  Please attach a copy of the documents regarding the official action taken.

e. Is disciplinary action pending against you in any state regarding a teaching or administrator's license or certificate?
   - No _____  Yes ____  Please attach a copy of the official documents regarding the action pending against you.

### Affirmation

I have read and understand the Department of Education policy statements relating to student teaching and I agree to follow these policies to the best of my ability. Further, I affirm that all information I have provided in this application is true and correct.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Recommendations: Student teaching candidates are responsible for obtaining this signature before submitting the completed application to the Department of Education.

I have reviewed this application □ and the academic record of the student □. With satisfactory completion of work-in-progress, I recommend the student be admitted to Student Teaching □. Exceptions are fully explained in the attached memorandum. Please initial boxes before signing below.

Advisor’s/Department Chair’s Signature ___________________________ Department ______________________ Date __________

Please attach a one-page letter of introduction and a resume to this application.

Program Information

☐ Degree-seeking Students (Students who have filed a declaration of major form)
  • Include a copy of your detailed degree audit with the student teaching application.
  • The audit should reflect the student’s correct catalog year (2003 or beyond) and the proper major and emphasis.
  • It is the student’s responsibility to review this information, see to it that it is accurate, and correct any inconsistencies.
  • Courses shown on the audit as NOT MET should be highlighted with a written explanation of the deficiency included.

☐ License only Students must include a copy of a complete and updated Licensure Only form signed and dated by content advisor.

☐ All Students
  Attach a list of projected courses for program completion.

Licensure Area(s) Please check

☐ Elementary K-6 ☐ Biology 6-12 ☐ Art P-12
☐ Middle School Math 5-8 ☐ Chemistry 6-12 ☐ French P-12
☐ Middle School English/L A 5-8 ☐ English/L A 6-12 ☐ German P-12
☐ Middle School History 5-8 ☐ History/Gov’t 6-12 ☐ Spanish
☐ SPED K-6 ☐ Mathematics 6-12 ☐ Music P-12
☐ Early Childhood Birth – Grade 3 ☐ Physical Ed P-12

Revised: 8/91, 1/96, 3/98, 3/99, 8/05, 1/06, 8/08, 1/09, 1/10, 8/10, 8/11
Assignment Preferences

District

☐ Topeka USD 501  ☐ Seaman USD 345  ☐ Shawnee Heights USD 450
☐ Washburn Rural USD 437  ☐ Silver Lake USD 372  ☐ Other (specify) ________________

Placement #1 (Elementary K-6 Placement, P-12 Elementary/Preschool Placement, Secondary 6-12 Placement)

School:  1st Choice ___________________________  Grade Level: 1st Choice ___________________________

2nd Choice ___________________________  2nd Choice ___________________________

3rd Choice ___________________________  3rd Choice ___________________________

Placement #2 (Middle School 5-8 Placement, P-12 Secondary Placement, SPED Provisional Placement, Early Childhood Placement)

School:  1st Choice ___________________________  Grade Level: 1st Choice ___________________________

2nd Choice ___________________________  2nd Choice ___________________________

3rd Choice ___________________________  3rd Choice ___________________________

*Final placements will be influenced by previous field experiences (i.e., location and grade level).

Other Assignment Information

Do you have a child or other relatives attending any of the schools identified above? If yes, what are the schools and grade levels of the child(ren) and/or relatives?

__________________________________________________________

__________________________________________________________

Do you have relatives or personal friends employed in any of the schools identified above? If yes, in what schools and in what positions?

__________________________________________________________

__________________________________________________________

Additional Information:

Include any additional information that will assist the Cooperating Teacher/Mentor in providing you with the best possible student teaching experience.

__________________________________________________________

__________________________________________________________

__________________________________________________________