

Student Teaching/Internship Application & Contract

Complete and return the following forms during your 15 minute scheduled appointment with Jamie Tyrrell, Student Teacher Coordinator.

- Student teaching/internship application & contract
- Data form and philosophy statement (1 Hard Copy and 1 copy via email attachment)
- Communicable disease statement
- Faculty Advisor Checklist

****Schedule your 15-minute meeting in WH 430****

UNIVERSITY OF WISCONSIN GREEN BAY STUDENT TEACHING/INTERNSHIP APPLICATION INSTRUCTIONS

It is important to complete the Student Teaching Data Information Form including the Educational Philosophy Statement in a professional manner. It will be forwarded to school districts as part of the student teaching assignment process.

Applications received after the deadline will be considered only on a “space available” basis. If you have any questions or require additional information, stop by the Professional Program in Education Office, Wood Hall 430, or call (920) 465-2835.

Eligibility Requirements

- ❖ Formal admission to the Professional Program in Education.
- ❖ A cumulative grade point average of at least 2.75 for a student teaching placement (or 3.00 for an internship assignment) in all Education courses and in all majors and/or minors for which licensure is sought.
- ❖ Completion of all specific requirements in the student’s academic program, including courses, pre-student teaching field experiences, oral proficiency exam, study abroad immersion, etc.
- ❖ Written approval from the student’s designated Professional Program in Education advisor.
- ❖ A negative response to a TB (tuberculosis) test.
- ❖ Passing score on Praxis II content exam.
- ❖ Completion of the teaching certification portfolio in compliance with PI 34 Wisconsin Teaching Standards.
- ❖ Passing Score on the Foundations of Reading Test (FoRT)

NOTE:

- ❖ A background check may be required by the requested school district prior to placement at a cost to the student.

Assignment Procedures

All assignments for student teaching are arranged by the Student Teaching Coordinator consistent with policies, procedures, and negotiated agreements mutually developed by participating schools and the UW Green Bay Professional Program in Education. After you have completed the student teaching/internship application process as described above, the Student Teaching Coordinator will begin the process of securing a student teaching assignment for you. Every effort will be made to provide satisfactory assignments for all student teachers.

UNIVERSITY OF WISCONSIN-GREEN BAY

APPLICATION FOR STUDENT TEACHING/INTERNSHIP

Name: _____

Last

(Former/Maiden)

First

Middle Initial

Student ID or EMPL No. _____

Mailing Address _____

Cell Phone No. (Or best number to reach you) _____

E-Mail Address: _____ (if other than the UWGB email)

Certifications (Circle all that apply):

EDUCATION MAJOR

Ages 0-8

Ages 0-11

Ages 6 12/13

Non-Teaching Minor(s)

Did you complete a teaching minor? () Yes () No (*Circle one:* French German Spanish ESL)

Are you seeking certification in this minor? () Yes () No

EDUCATION MINOR

Ages 10-21

All Ages

Your Major (s) _____

Other Minor(s) _____

Broad Field _____

Concentration(s) _____

If you have a second major or minor, are you seeking certification in your second major or minor? () Yes () No

Other pertinent information about you which should be considered including requests for special arrangements and medical or physical limitations:

I hereby apply for assignment as a student teacher in accordance with the information provided in this application. I understand and accept the conditions pertaining to such assignment as described in the instructions for completing the application. Also, I hereby authorize the Education Office to release transcripts, grade information, or other information to those school district offices that require this information for my placement.

Signature of Applicant _____ Date _____

Student Teaching Contract

University of Wisconsin Green Bay

Professional Program in Education

Student teaching or intern teaching is the culminating clinical experience of the preparation for a career as a professional educator. **Student teaching is an unpaid, 18-week clinical experience under the direction of a cooperating teacher.**

Applications for student teaching are accepted one semester before the student teaching/interning semester.

To be eligible to student teach or intern,

- students must be admitted to the Professional Program in Education,
- students must have completed all of their required professional education courses and all course work in academic disciplines needed for their specific teacher certification program(s),
- students must have completed the required number of pre-student teaching clinical experience hours,
- students must have demonstrated competence in those clinical experiences by providing at least two written evaluations based upon observations by cooperating educators or university supervisors (field experience evaluations),
- students must have earned a composite GPA of at least 2.75, a 2.75 GPA in the major, and a 2.75 GPA in any certifiable minor,
- students must receive a negative report on the TB test,
- students must take and pass the Praxis II exam in all content areas of certification, and
- students must complete all requirements of the licensure program for the major or minor (oral proficiency exam, immersion requirements, etc.)
- students must complete the e-portfolio demonstrating knowledge, skills, and dispositions for the Ten Wisconsin Teacher Standards. The portfolio will be reviewed by the faculty advisor as arranged at the student teaching checkout meeting.
- students must undergo a caregiver's background check as required by the school district.

Student teacher placements are arranged consistent with policies, procedures and negotiated agreements mutually developed by personnel from participating schools and the University. When applying for student teaching or interning through the UW Green Bay Professional Program in Education, the student understands and accepts the following conditions:

- **The Professional Program in Education will determine where the student teaching placement can be arranged.**
- If a placement is outside of a 50-mile radius of UW-Green Bay, it will be the student's responsibility to pay \$500 towards the cost of travel expenses incurred by the University Supervisor.
- The student teaching/internship requirement includes meeting the requirements of EDUC 414 Final Seminar for Student Teaching and Internship.
- The student teaching/internship experience is a commitment to complete a full semester of student teaching according to the school district calendar as arranged by the Professional Program in Education.

- The student teaching or interning experience is a full-day, one-semester commitment following the daily and weekly schedule and semester calendar of the cooperating school in which the student teacher or intern is placed.
- The student teacher/intern is not assigned to schools in which a fiancé, spouse, parent or other relative of the student teacher or intern is employed.
- The student teacher/intern is not assigned to schools in which siblings or children of the student teacher or intern are enrolled.
- The student teacher or intern may not work during school hours of student teaching.
- The student teacher/intern may not change their placement once the school district has been contacted and has agreed to provide a placement for the student teacher/intern.
- The student teaching placement may be for two quarter terms or one full semester term depending on the preference of the school district and the cooperating teacher and the major/minor fields of certification.
- The placement will not be changed unless the change is requested by the cooperating teacher and/or the principal.
- The Student Teaching Coordinator (upon consultation with the appropriate parties) reserves the right to withdraw a student from the student teaching placement if the student is not meeting the program standards.
- The student teacher understands that local education agencies do NOT permit unlicensed student teachers to serve as substitute teachers at any time nor are licensed intern teachers permitted to assume responsibilities beyond the limits of an approved internship design.
- The student teacher understands that paid substitute teaching cannot be substituted for student teaching. If the student teacher is a licensed substitute teacher and wishes to terminate the student teaching experience to work as a substitute teacher, the student will be required to complete student teaching during the next term if the student wished to receive a teacher certification recommendation from the Professional Program in Education at UWGB.
- The student teacher understands that some school districts may require a current background check (within 30-90days of the beginning of the placement) to be completed prior to student teaching/interning. The cost of this background check is the responsibility of the student.
- Student teaching/interning requires the complete immersion of the pre-service teacher into the activities of the school and teacher. This involves any after school meetings, in-services, or other activities expected of a teacher. This may also include any nights or weekends as determined by the school district.
- The student teacher or intern is expected to participate in any professional development opportunities offered by the school district and/or for which release time is given to a teacher.

I have read this document and understand the conditions of completing the student teaching experience through the University of Wisconsin-Green Bay.

Printed Name

Date

Signature