STUDENT TEACHING APPLICATION REVISION 01/15/16

STUDENT TEACHING APPLICATION INSTRUCTIONS

The Student Teaching Application must be submitted to the Office of Clinical Experiences (EB 232) in person. Applications are due by the last day of the week in January - one semester (not including summer) prior to the fall internship; two semesters prior to the spring internship.

Please visit the Student Teaching website (http://www.uab.edu/education/studentteaching/) for pertinent internship information.

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<th>Application Items</th>
<th>Information</th>
<th>Copies Needed</th>
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<tr>
<td>1. Application</td>
<td>Type or handwrite this entire form. Please provide your student teaching course number, located on your program checklist.</td>
<td>1</td>
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<tr>
<td>2. Autobiography</td>
<td>Complete a one page, typed, double-spaced autobiography with a photograph (electronic or hardcopy) of yourself – include your name on the autobiography and photograph. Summarize significant personal experiences to acquaint administrators, the cooperating teacher, and supervisor with your background and your desire to become an educator. Remember, this is the cooperating teacher’s and UAB Supervisor’s first impression of you.</td>
<td>1 * 2 copies &amp; photographs for students seeking P-12 certification (e.g., PE, Art, Music)</td>
</tr>
<tr>
<td>3. Student Teaching Policies and Responsibilities</td>
<td>Review and retain this form – your signature on the application indicates that you have read and understood this form.</td>
<td>N/A</td>
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STUDENT TEACHING INFORMATION

1. General Student Teaching Eligibility Requirements – Criteria must be met at time of entry into the student teaching semester:
   - Formal admission to the Teacher Education Program or 5th Year Alternative Master’s Program
   - Minimum GPA of 2.5 for undergraduate students and 3.0 for 5th year/master’s and graduate degree students
   - Successful completion of all necessary coursework in a student’s program of study
   - Passing score on all three portions of the Basic Skills Assessments of the APTTP
   - Passing score on the appropriate Praxis II Subject Assessment and all other required Praxis tests prior to student teaching (http://www.uab.edu/education/studentservices/testing-requirements)
   - Criminal history background check status shown as “cleared” on the Alabama Department of Education database
   **NOTE:** There may be additional program prerequisites to be eligible to student teach that are specific to each individual program. It is the student’s responsibility to be aware of and complete these prerequisites.

2. CPR and First Aid Training: Students must successfully complete recent American Red Cross or American Heart Association training in specific CPR areas and First Aid no later than October 13 for fall interns and March 2 for spring interns. Training will be verified via a current certification card. Visit http://www.uab.edu/education/studentteaching/required-meetings for information.

3. Notification of Placement: Students will be notified by mail of their school placement assignment. This information will be sent to the student’s current address specified on the Student Teaching Application.

4. Special Circumstances: Special circumstances noted on this application will be given consideration in an impartial manner, on a case-by-case basis. Contact the Office of Clinical Experiences in advance of the application deadline, or as soon as possible, with special concerns. Concerns received after placements have been secured may not be able to be resolved prior to the internship.

5. Cancellation: If the student is unable to student teach, he/she must notify the Office of Clinical Experiences immediately. If the student has postponed or been ineligible more than once, he/she will need to reapply to student teach.

6. Reminder: In order to receive credit for student teaching the student must register for the appropriate internship course number and credit hours (refer to program checklist) by registering via the registrar’s office or Blazernet.
STUDENT INFORMATION FOR APPLICATION

Name: ____________________________________________________________ Student ID No.: __________________________

(First) (Middle) (Last)

Current Address (where placement information will be sent):

__________________________________________ ____________________________
(Street) (City) (State) (Zip)

Phone: (_____)(____)_______ UAB Email Address: __________________________ Personal Email Address: __________________________

Assigned Advisor’s Name: __________________________ Internship Course No.: __________ Credit Hours: __________

(signature not required)

Expected Degree: ___ Undergraduate ___ Graduate ___ 5th Year/AMP ___ Dual ___ Middle School Endorsement

Semester and Year of Student Teaching Internship: ___ Fall, 20___ ___ Spring, 20___ ___ Summer, 20___

Major/Area of Certification Sought:

___ Early Childhood/Elementary  ___ Secondary Math  ___ P-12 Spanish
___ Secondary Biology  ___ Middle School Math  ___ P-12 French
___ Secondary General Science  ___ K-6 Collaborative Teaching  ___ Health
___ Secondary English Language Arts  ___ 6-12 Collaborative Teaching  ___ PE
___ English as a Second Language  ___ Early Childhood Special Education  ___ Art
___ Secondary Social Science  ___ Visually Impaired  ___ Music (Band)
___ Secondary History  ___ ____________  ___ Music (Choral)
___ Other: __________________________

Are you in the Urban Teacher Enhancement Program (UTEPI)? ___ Yes ___ No

Are you involved with Dr. Perry’s mentorship program in Jefferson County? ___ Yes ___ No

High School and Year of Graduation: ____________________________________________________________

Name of School(s) where your children attend:

________________________________________________________________________________________

Name of School(s) where any relatives are employed:

________________________________________________________________________________________

Have you ever been or are you currently employed at any school(s)? ___ Yes ___ No Title of Position: __________

Date of resignation: __________ School Name(s): __________________________________________ Grade level(s): __________________

Subject(s) Taught: __________________________________________

List the schools and grade levels you have observed for prior course requirements:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Grade Level Preference for Internship – Circle appropriate grade level below:

NOTE: Preferences are considered, but not guaranteed.

1st Choice K 1 2 3 4 5 6 7 8 9 10 11 12

2nd Choice K 1 2 3 4 5 6 7 8 9 10 11 12

Special Considerations for Placement: __________________________________________________________

________________________________________________________________________________________

* I have read all of the information contained in the application (including the Student Teaching Policies and Responsibilities), I have provided truthful information, and I agree to accept the placement assignment that is arranged for me.

* Applicant Signature: ____________________________ Date: ____________________________
Candidates are responsible for adhering to all policies and responsibilities specified below and located within the Student Teaching Handbook (http://www.uab.edu/education/studentteaching/student-hanbook). The intern may be removed from the internship at any time for failure to comply. The signature on this application indicates awareness and acceptance of the policies listed below.

Internship Placements:
- Student teachers are not permitted to arrange or influence their internship placement by contacting administrators, principals, or teachers. Placements are arranged solely through the Office of Clinical Experiences.
- To meet Alabama State Department of Education standards, the grade level placement for the internship should be based on prior grade level field experiences (e.g., if most field hours were completed within lower grades of a certification program, it is desirable that the internship placement be in an upper grade level). Data from the Field Evaluation Tracking Survey is used to determine student teaching placements based on prior field experience placements.
- Student teachers are clustered by zip code with a minimum of 3-4 students per school. Placement sites are selected based on the reasonable convenience for all the students in the cluster, availability of qualified teachers, availability of grade levels (based on previous grade level field placements), and the willingness of the school administrators and staff to host student teachers.
- Address and name changes must be submitted to the Office of Clinical Experiences as soon as possible. After placements have been secured, address changes will not be used to make or adjust placements.
- Secondary student teachers will not be placed at the high school they graduated from for a minimum of 10 years after they have graduated.
- Student teachers are not placed in schools where they have relatives employed or children attending.

Courtesy Placements:
- If a student teacher plans to move from UAB’s 50 mile radius (i.e., 50 miles from UAB to the placement school), he/she must find a host institution that has a school of education that can provide supervision during the student teaching dates. The internship must take place at a SACS accredited public school with the appropriate amount of supervision visits. This arrangement must be approved by the student teacher’s Department Chairperson via the Courtesy Placement form found at: http://www.uab.edu/education/studentteaching/placements/courtesy-placements-for-uab-students
- If department approval is given, the student will be responsible for any fees required by the host institution. The student must also register at UAB for student teaching. For more information visit: http://www.uab.edu/education/studentteaching/placements

Completing the Internship as a Full-Time Hired Teacher:
- If an Alternative Masters Program (AMP) student is seeking a teaching position, the school must be SACS accredited. This may be verified by asking the administrator of the school or calling the Office of Clinical Experiences. The school must be in the UAB 50 mile radius, or the student must complete a courtesy placement (see above). The student must be hired to teach, full-time, within his/her field of certification every day, all day.
- After the initial Student Teaching Orientation, AMP student teachers can only accept employment if:
  o The student teacher is hired to take over his/her cooperating teacher’s current teaching schedule, and the student teacher seeks approval from the Director of Student Teaching; OR
  o The student teacher is hired to take over a teaching position at the existing internship placement site, the position is a full-time teaching position within the student teacher’s field of certification, and approval has been granted by the Director of Student Teaching

Student Teaching Orientation:
- The Student Teaching Orientation is counted as the first day of the internship – attendance is mandatory. A separate orientation for full-time teachers that are student teachers (i.e., AMP students hired as full-time teachers within their field of certification) will be held the same day. Specific dates will be included in the placement letter and online (http://www.uab.edu/education/studentteaching/important-student-dates).
Clarification of Student Teaching Requirements for Undergraduate and Alternative Fifth-Year Students

Background:
Some of the students at UAB are employed by school systems prior to earning full certification. These students often work either as paraprofessionals OR are employed through emergency certification routes. If you are currently working as a paraprofessional or teaching via an emergency certificate, please read the cautionary statements below.

Cautionary Statements:
The Alabama State Department of Education has very specific requirements regarding student teaching. In fact, the 2007 Alabama Administrative Code (Teacher Education Chapter, 2009, p. 254) specifically states:

*The internships in Class B and Alternative Class B programs shall be full-time in the schools for a full semester which may include more than one classroom or grade level, with experiences of the intern progressing to the full responsibilities of the teacher for at least 20 full days including at least 10 consecutive days.*

Additionally, student teachers must teach in the field in which certification is sought all day, every day during this 15-week period (i.e., from “bus duty to bus duty”). Student teachers may not teach ANY subject or course which is not directly approved in their field of certification. For example, it is not acceptable for a student teacher seeking certification in Spanish to teach a course in French or English Language Arts. Finally, the student teaching experience MUST occur during the 15 weeks of the same semester and the student teaching experience cannot be divided over two semester terms.

If you are currently working as a paraprofessional, you will not be permitted to continue in this position while simultaneously completing your student teaching. In your situation, it is simply impossible for you to assume the full responsibilities of a teacher as required by certification law. In the past, some students have been granted a leave of absence by their school systems during the student teaching semester so that their benefits can be retained. This has worked out well when school systems have agreed to permit a leave of absence. However, please be aware that most students who work as paraprofessionals will have to discontinue this employment during the student teaching semester.

If you are an Alternative Fifth-Year (or AMP) student currently teaching under emergency certification, you will need to consult with Ms. Vanessa Vega (vevega@uab.edu; 934-8369) prior to applying for student teaching to make sure that you are teaching only those subjects or content that are covered by the field in which you are seeking certification. For example, if you are pursuing “A” level certification in English Language Arts, Ms. Vega will need to evaluate your teaching schedule to make sure that you are teaching only those courses covered by your field of certification. For example, it would not be acceptable if you taught two blocks of English and one block of Cultural Arts.

Please be aware that you must be teaching full-time in the field in which you are seeking certification during the entire semester you are completing certification. If you are teaching courses/subjects in areas outside of your field of certification, your student teaching experience will NOT be approved at the school where you are currently employed because this would be in violation of certification law in Alabama.

As a final note, please understand that the UAB School of Education is clarifying these requirements to protect you from certification complications. We are committed to assisting you in completing a successful student teaching experience and also, to secure certification as mandated by state law.

_______ I have read this document. My signature means that I understand its contents.

__________________________________________  __________________________
Student’s Signature                                   Date of Signature
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