



University of Alabama at Birmingham

School of Education

Office of Clinical Experiences

Education Building, Room 213
205-975-5777 dhedge@uab.edu

STUDENT TEACHING APPLICATION

Revised 06/23/11

STUDENT TEACHING APPLICATION INSTRUCTIONS

The Student Teaching Application must be submitted to the Office of Clinical Experiences (EB 222) in person. Applications are due on the last day to drop/add a course in January - one semester prior to the fall internship; two semesters prior to the spring internship. The specific application deadline is posted on the bulletin board in front of EB 213 and the Student Teaching website (www.uab.edu/soestudentteaching).

Application Items	Information	Copies Needed
1. Application	Type or handwrite this <i>entire</i> form – submit, by deadline, to EB 213. Remember to provide the course number for your student teaching internship, located on your program checklist.	1
2. Autobiography	Complete a one page, typed, double-spaced autobiography with a snapshot – include your name on the autobiography and snapshot. 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.	1 * 2 copies/snapshots for students seeking P-12 certification (e.g., PE, Art, Music)
3. Student Teaching Policies and Responsibilities	Review and retain this form – your signature on the application indicates that you have read and understood this form.	N/A

STUDENT TEACHING INFORMATION

- 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
 - Report on file of negative chest x-ray or tuberculosis skin test taken within the last three years and spanning through the completion of internship
 - Passing score on all three portions of the Basic Skills Assessments of the APTTP
 - Passing score on the appropriate Praxis II Subject Assessment
 - Criminal history background check status shown as “cleared” on the Alabama Department of Education database
** NOTE: There are 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.
- CPR and First Aid Training:** Students must successfully complete American Red Cross or American Heart Association training in “Adult, Child, and Infant” CPR 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. Training can only be completed at any American Red Cross or American Heart Association location, or via UAB. Visit www.uab.edu/soestudentteaching/required-meetings for additional information.
- 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. Please keep this address up to date.
- Special Circumstances:** Special circumstances noted on this application will be given consideration in an impartial manner on a case-by-case basis. Contact the Coordinator of Clinical Experiences well 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.
- Cancellation:** If the student is unable to student teach, he/she must notify the Office of Clinical Experiences immediately.
- Reminder:** In order to receive credit for student teaching the student must register for the appropriate internship course number (refer to program checklist) and credit hours (9 hours) by registering via the registrar’s office or Blazernet.

STUDENT INFORMATION FOR APPLICATION

Name: _____ Student ID No.: _____
(Last) (First) (Middle)

Social Security No.: _____

Current Address (where placement information will be sent): _____
(Street) (City) (State) (Zip)

Phone: (____) _____

UAB Email Address: _____

Assigned Advisor's Name: _____ Internship Course No.: _____ Credit Hours: _____
(signature not required)

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

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

Major/Area of Certification Sought:

- | | | |
|--|--|---|
| <input type="checkbox"/> Early Childhood/Elementary | <input type="checkbox"/> Secondary Math | <input type="checkbox"/> 6-12 Spanish |
| <input type="checkbox"/> Secondary Biology | <input type="checkbox"/> Middle School Math | <input type="checkbox"/> 6-12 French |
| <input type="checkbox"/> Secondary General Science | <input type="checkbox"/> K-6 Collaborative Teaching | <input type="checkbox"/> Health |
| <input type="checkbox"/> Secondary English Language Arts | <input type="checkbox"/> 6-12 Collaborative Teaching | <input type="checkbox"/> PE |
| <input type="checkbox"/> English as a Second Language | <input type="checkbox"/> Early Childhood Special Education | <input type="checkbox"/> Art |
| <input type="checkbox"/> Secondary Social Science | <input type="checkbox"/> Visually Impaired | <input type="checkbox"/> Music (Band) |
| <input type="checkbox"/> Secondary History | | <input type="checkbox"/> Music (Choral) |
| | | <input type="checkbox"/> Other: _____ |

Are you in the Urban Teacher Enhancement Program (UTEP)? ___ 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): _____

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: _____

STUDENT TEACHING POLICIES

Candidates are responsible for adhering to all policies and responsibilities specified below and located within the Student Teaching Handbook. The intern may be removed from the internship at any time for failure to comply. The signature on the application indicates awareness and acceptance of the policies listed below.

1. Student teachers must deliver and verify that the Office of Clinical Experiences (EB 213) has received the application by the due date.
2. 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.
3. 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, and the willingness of the school administrators and staff to host student teachers.
4. Placements are based on state guidelines and school availability and depend upon administrative selection. Therefore, while grade level preferences will be seriously considered, no assurance can be given that placement will be in the desired grade level. Grade level placements are also determined based on previous time spent observing for program course requirements.
5. Student teaching placements will not be secured if the student fails to provide evidence to the Office of Student Services following an eligibility examination. Failure to meet all eligibility requirements will result in the student teaching placement being cancelled.
6. Secondary student teachers will not be placed at the high school they graduated from for a minimum of 10 years after they have graduated (i.e., there is a ten year grace period).
7. Student teachers are not placed in schools where they have relatives employed or children attending.
8. Student teachers with any extenuating circumstances about their placement site must contact the Office of Clinical Experiences when the Student Teaching Application is turned in or as soon as possible. The Office of Clinical Experiences must be notified before placements are secured for the semester.
9. Student teachers must comply with policies/expectations for teachers of the school system to which they are assigned, including attendance, work hours, professional attire, and personal conduct. This also includes before/after school functions and meetings.
10. Student teachers must notify the Office of Clinical Experiences immediately if cancellation of the internship is necessary – failure to do so is considered discourteous and unprofessional. They must also specify to which semester the student teaching application should be moved. After one semester, the student teacher must reapply by filling out another application.
11. If a student teacher plans to move from UAB's 50 mile radius (i.e., 50 miles from the UAB campus or the supervisor's base to the school) before starting the student teaching internship, he/she must find an institution that has a school of education that can provide supervision during the arranged 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/soestudentteaching/placements>. 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 contact the Office of Clinical Experiences or visit: <http://www.uab.edu/soestudentteaching/placements>.
12. If an Alternative 5th year student is seeking a teaching position the school must be accredited by SACS. This may be verified by asking the administrator of the school or calling the Office of Clinical Experiences. When a 5th year student is seeking a teaching position the school must be in the UAB 50 mile radius (i.e., from the UAB campus or the UAB supervisor's base to the school) or the student will need to search for another institution to provide supervision. The area of certification must be taught everyday, "bus duty to bus duty."
13. The Student Teaching Orientation is counted as the first day of the internship – attendance is mandatory. A separate orientation for hired student teachers will be held the same day. Specific dates will be included in the placement letter.
14. After the initial Student Teaching Orientation, Alternative 5th year student teachers can only accept employment by a school system during student teaching if the student teacher is hired to take over his/her cooperating teacher's current teaching schedule (i.e., if the placement location, teaching schedule, and UAB supervision remains the same).
15. 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.

Clarification of Student Teaching Requirements for Undergraduate and Alternative Fifth-Year Students

STUDENT COPY

Background:

Many of our students here at UAB are employed by school systems **prior** to earning full certification. These students either work 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 literally from bus duty to bus duty each day during this 15-week period. Student teachers may not teach ANY subject or course which is not directly approved in their area 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 allowed 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 employment during the student teaching semester.

If you are 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 (completed in the January before your student teaching experience is to begin the next year) to make sure that you are teaching only those subjects or content that are covered by the area 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 area 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 area 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 area of certification, we will **NOT** approve your student teaching experience at the school where you are currently employed because this would be in violation of certification law in our state.

As a final note, please understand that we are clarifying these requirements to **protect you** from certification complications. Here in the UAB School of Education, 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

Clarification of Student Teaching Requirements for Undergraduate and Alternative Fifth-Year Students

OFFICE COPY

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