

Directions for applying for admission to student teaching.

Note: This information will also be attached to the application you will receive at an information meeting held mid September/March. See the Office of Field Experience bulletin board outside N/E 113 for specific dates, times and venues.

If you are already a regular licensed teacher, please pick up a “Licensure Only Student Teaching Application” in lieu of this application packet. The paperwork may be obtained in N/E 113.

1. **Criminal Background Check**

As part of your admission to student teaching, you should have on file a Criminal Background Check (Wisconsin Statute 165.82). If you have not previously had a background check, the processing fee is paid at the Cashier's Office in Dempsey. This receipt must be attached to the front of your application at which point the Background Check will be run. Only one Criminal Background Check is required while at UW Oshkosh. If there has been a change in your status, it must be noted on your student teaching application.

2. **TB Test**

Only one TB test is required for field experiences. If you have already had a TB test for admission to the College of Education and Human Services, a second one is not required. If you need a TB test, Health Services will perform it for you; the fee can be paid at Health Services the same day you have your TB test. If you prefer, you may make arrangements with your own physician for the TB test and provide a record of this test to the University Health Center.

3. **Admission II**

Successful completion of the Admission II process in conjunction with the passing the Praxis II exam/s are a prerequisite for admission into student teaching.

4. **Application**

Complete and submit **all** copies of the application. *Applications must be submitted to the Field Experience Office no later than March 1 for fall student teaching and October 1 for spring (if the due date falls on the weekend, applications may be turned in the following Monday).* If your application is provided after the due date, it needs to be accompanied by a written statement explaining the reason for its tardiness.

Please note that you will follow the calendar of the school in which you are student teaching and that the length of your assignment may exceed the typical 18 weeks. Fall student teaching will begin when the school district to which you are assigned begins and will end when the semester of the school district ends. Spring student teaching will begin when the second semester of the school district to which you are assigned begins and will end when the school year ends.

Student teachers should not enroll in January interim courses as it conflicts with student teaching

assignments and GPA assessments. If you have extenuating circumstances, a curriculum modification must be completed with your education advisor in Dempsey 130 in consultation with the PEP director and approval of the Director of Field Experiences.

Geographic region. Write a first and second choice community in which you would like to student teach on the appropriate line of your application form. Placements are dependent on cooperating teacher interest and faculty and school administrator input. There is no guarantee, but an attempt will be made to meet your geographic needs. To view a map of the UW Oshkosh service region, see the bulletin board outside N/E 113.

Possible service region districts:

- | | | | | |
|--------------|-----------|----------------|--------------|---------------|
| . Appleton | . Berlin | . Fond du Lac | . Ripon | . Hortonville |
| . Kaukauna | . Neenah | . New London | . Menasha | . Kimberly |
| . Winneconne | . Oshkosh | . Little Chute | . Green Lake | . Waupun |

Grade Point Averages

Use the **STAR Report** which you will receive in the mail from the Advisement/Registration Center to transfer your professional, minor, and cumulative grade point averages to the Admission to Student Teaching Worksheet included in this application packet.

Autobiographical Sketch

In order for your university supervisors and cooperating teachers to learn about you prior to beginning student teaching, you will need to complete an autobiographical sketch. A copy of this sketch will be forwarded to your cooperating teachers and university supervisors. Your autobiographical sketch must be typed and no more than two pages in length. Please be sure that your name, address, telephone number and email address are on the autobiography. Also include your major, minor, and licensure levels.

Your autobiographical sketch may include information on the following:

- Life-enriching experiences such as travel, job, hobbies
- Prior experiences with children in school or other settings (e.g. clinical experience)
- Involvement in university or extra-curricular activities or organizations, volunteer work
- Reason for wanting to be a teacher, professional goals

Remember - This is your first contact with your cooperating teacher and, in many cases, your supervisor. First impressions are important. No typos allowed! This has cost former student teachers a placement...

5. **Admission Status**

The Field Experience Office will notify you in mid-November or mid-April of your admission status: you will either be admitted, conditionally admitted, or denied.

- Admission means that you have fulfilled all requirements. You must maintain all minimum grade point averages in order to remain admitted. Correspondence coursework must be completed and grades received at UW Oshkosh no later than the end of the 14-week semester (mid-December for fall courses; mid-May for spring) or it may jeopardize your placement status. It is your responsibility to provide this documentation to the Office of Field Experiences.
- Conditional admission means you have met eligibility at the present time, but are currently enrolled in

undergraduate coursework.

c) The common reason that candidates are denied student teaching admission are deficiencies in:

- grade point average
- undergraduate coursework
- Human Relations requirement

If denied admission, you will be sent a letter detailing the reason for denial. You must follow up with an appointment with an academic advisor in D130 to develop a written plan to demonstrate how you will remedy the deficiency. The deadline for filing this plan will be provided in your denial letter. **If the plan is not received in the Office of Field Experiences by the defined deadline, your application will be returned and your placement search terminated.**

If you decide to withdraw from student teaching, notify the Office of Field Experiences immediately! The Registration Office does not contact us with this information, hence we will proceed with school contacts. We then have to inform the respective school district of your withdrawal which is not good public relations protocol.

6. **Placement Process**

The placement process begins with your completed application. You **are not** to lobby or arrange for your own placement. University and school district policies require a specific professional protocol. Help us maintain that professional presence in the field! Assignments are usually sent to students in late May for fall semester and late December for spring semester. After you receive your assignment in the mail, feel free to contact your first cooperating teacher to make arrangements for an introductory visit. Send your cooperating teacher a brief note with your contact information and times you would be available for a call or personal visit. If you receive your placement late, then feel free to call the school at a time the secretary might not be busy (late morning, early afternoon) and leave contact information for your cooperating teacher.

7. **Registration**

Bonnie Gaskill will be registering all student teachers. You may check on your registration on Titan Web in mid-November or mid-April.

Student Teaching Options

All Student Teaching Options require an additional application that is available in the COEHS office, N/E 113. Intern candidates need to sign in with Nancy Mugerauer to procure those detailed materials. All of these options require a higher grade point average, additional written materials and COEHS faculty approval.

Out of Area Student Teaching (Department approves)

The UW Oshkosh service region is defined by the Hwy 49/54/55 half-circle corridor around Oshkosh. Close proximity to the university assures programmatic continuity, seminar compliance and ease of personal contact/supervision. Students requesting an out of area student teaching placement must have a serious extenuating circumstance provoking the request. The two compelling reasons in which department(s) approve

an out of area placement are family health issues and spousal job relocation.

To be considered for out of area student teaching, students must 1) complete a separate Out of Area Application, 2) be enrolled in or have completed all undergraduate coursework prior to student teaching, 3) have a positive clinical experience recommendation without any noted deficiencies and, 4) a 3.25 professional, 3.10 minor, and 3.10 cumulative grade point average.

A \$600 supervision fee is charged to supplement the travel and salary/benefit budget for out of area supervisors. Payment is due at student teaching orientation. Participation in an approved internship, approved bilingual settings, or an Urban/Tribal Field Experience will exempt students from the aforementioned fee policy.

Urban/Tribal Field Experience (Director approves)

In an effort to provide interested students with a diverse field experience, the College will support out of area placements in Milwaukee, Beloit, Racine, and Kenosha and at Wisconsin tribal schools. Eligibility requirements are identical to the out of area criteria (see above). Please be aware that suburban schools are not considered appropriate placements for this experience. Students accepted for this opportunity need to become involved in preparatory work before the placement begins.

Internships (Department(s) and Director approves)

Students interested in a paid student teaching internship should complete the separate Internship Application which can be obtained in the Field Experience Office from Nancy Mugerauer. To be considered for a semester-long internship, an applicant must meet the following criteria **at the time of application**: 1) be enrolled in or have completed all undergraduate coursework prior to student teaching, 2) have a positive clinical experience recommendation without any noted deficiencies, 3) a 3.50 professional, 3.10 major, 3.10 minor, and 3.10 cumulative grade point average, and 4) faculty approval.

Interns are responsible for paying the state's Wisconsin Improvement Program fee of \$100 with a check written out the UW Oshkosh. They also purchase a \$25 on-line intern license from the Department of Public Instruction.

International Student Teaching (Director approves)

International student teaching is arranged by Global Links' International Student Teaching with consultant Dr. Carol LeBreck. Eligibility requirements mirror the out of area policy stated above. A stateside placement is arranged prior to the overseas placement. You will need to meet with the Field Experience director for a brief informal meeting sometime before your application is submitted to discuss timelines and coordinate placements. The international student teaching application will be provided at this personal meeting.