



APPLYING FOR STUDENT TEACHING





RULES AND REGULATIONS

Rules and Regulations for Student Teaching

- Arranging a placement is highly inappropriate and prohibited. Visiting with potential schools is allowed, but not arranging a placement.
- Teacher candidates may not be assigned to a secondary school from which they graduated.
- Teacher candidates may not be assigned to a cooperating teacher who has taught the prospective teacher candidate as a student.
- Teacher candidates may not student teach in any school building where they have relatives in attendance, such as children or siblings.
- Teacher candidates may not be assigned to any school building where a relative is currently employed.
- Teacher candidates may not student teach in any school district where a relative is a member of the School Board.

Rules and Regulations for Student Teaching Continued

- If a candidate requests a multi-building school district, please **add a separate note** to the application stating which buildings you **cannot** be placed in and why.
- It is strongly encouraged that candidates NOT be employed during the student teaching semester
 - The student teaching semester is the busiest time you have had yet. We realize some people must work while student teaching, but try to limit hours to weekends. You need to have enough time to keep up with the demands of student teaching.
- **Once letters of request for placement are sent to the schools, candidates will NOT be able to change location requests. These requests are sent approximately 2 weeks after the application turn-in date.** Exceptions to this will be considered only for serious circumstances.
- A candidate's signature on the application means they agree to abide by these rules and regulations.



APPLICATION PROCESS

Application Materials

- Application materials for Fall student teaching are due in the certification office by the **First Tuesday in February**.
- Applications for Spring student teaching are due in the certification office by the **First Tuesday in September**.
- Complete Application Materials should be dropped off or mailed. **(DO NOT FAX OR EMAIL documents)**.
- **ECI candidates should refer to the note at the top of the website as you will have a different turn-in date and turn-in location.**
- NO LATE APPLICATIONS WILL BE ACCEPTED!
- How to get there?
 - Go to <https://www.unk.edu/academics/certification/apply-for-student-teaching.php>
 - All forms are on this site along with other informational documents
 - You must use Microsoft Word to fill out the forms

Applying for Student Teaching

Spring 2022

In order to complete your Spring 2022 student teaching semester, you must apply and provide complete application materials.

APPLY FOR SPRING 2022 STUDENT TEACHING

Provide complete application materials to one of the following offices:

- **For ECI ONLINE PROGRAM ONLY** – by Tuesday, August 24, COE B117, Attention Staci Jacobson, 1615 W. 24th Street, Kearney, NE 68849
- **For all other programs** - by Tuesday, September 7, COE C128, Educator Certification Office, 1615 W. 24th Street, Kearney, NE 68849

Complete Application Materials should be dropped off or mailed. **(DO NOT FAX OR EMAIL documents).**

Complete Application Materials Include the following

1. Student Teaching Application - 1 copy.
2. Personal Data Form - 4 copies for each endorsement.
3. Transcripts – One set of transcripts stapled to each Personal Data Form. Request 1 set from the Registrar and then make copies after first whitening out the social security number.
4. Completed background check. Wait until after August 1 to complete this.

OFFICE OF EDUCATOR CERTIFICATION

Admission to Teacher Education Requirements

Admission to Teacher Education Requirements
—Transitional Certification Program

Student Teaching FAQs

Consent Forms

Practicum

How to Apply for a Certificate

Praxis Information

Cooperating Teachers / Supervisors

Application Deadline

- Start by filling out the Qualtrics application. Click the blue button.



The screenshot shows the top navigation bar of the University of Nebraska Kearney website. The logo 'UNK UNIVERSITY OF NEBRASKA KEARNEY' is on the left. To the right are links for 'Students | Parents | Faculty & Staff |', 'ABOUT UNK', and 'ACADEMICS'. Below the navigation bar, the main heading is 'Applying for Student Teaching' in a large blue font, followed by 'Spring 2022' in a smaller black font. A paragraph of text states: 'In order to complete your Spring 2022 student teaching semester, you must apply and provide complete application materials.' At the bottom of this section is a prominent blue button with white text that reads 'APPLY FOR SPRING 2022 STUDENT TEACHING'. A red arrow points from the right side of the image towards this button.

- Next, complete application materials.

Application Form and Personal Data Form

START by reviewing the attached PowerPoint ["Applying for Student Teaching Online Version"](#). **Please review this entire PowerPoint before you do anything else.** It answers all questions about the rules and regulations, placement procedures, application process, and requirements during student teaching.

You will need the following documents:

- [Application Form](#) - to be filled out and returned to the Educator Certification Office
- [Personal Data Form](#) - to be filled out and returned to the Educator Certification Office (with a transcript stapled to each one with social security numbers whited out).
- [UNK Student Teaching/Clinical Practice Background Check Information](#) - The State of Nebraska requires two background checks. One at the beginning of your program and one at the end of your program (student teaching semester). Use the following link: <https://www08.8f7.com/4DACTION/WebAppOrderEntryOneSource/UNK2255> to request your background check. Fill out the form and submit. The cost is \$27.82.

- [Application Form](#) - to be filled out and returned to the Educator Certification Office
- [Personal Data Form](#) - to be filled out and returned to the Educator Certification Office (with a transcript stapled to each one with social security numbers whited out).
- [UNK Student Teaching/Clinical Practice Background Check Information](#) - The State of Nebraska requires two background checks. One at the beginning of your program and one at the end of your program (student teaching semester). Use the following link: <https://www08.8f7.com/4DACTION/WebAppOrderEntryOneSource/UNK2255> to request your background check. Fill out the form and submit. The cost is \$27.82.

Additional documents that will be helpful when filling out the Application Form and the Personal Data Form:

- [For ECI ONLINE PROGRAM ONLY- Applying for Student Teaching Checklist](#)
- [For all other programs- Applying for Student Teaching Checklist](#)
- [Rules and Regulations](#)
- [UNK Network of Partner Schools](#)
- [Alief ISD, Houston, TX Flyer](#)
- [Garden City, KS Flyer](#)
- [Co-Teaching Flyer](#)
- [Tips for Essay Questions on the Student Teaching Personal Data Form](#)
- [Background Check](#)
- [Praxis Subject Assessment](#)
- [Student Teaching Assignments](#)

Information for Application Form

- NU ID#
- Local and permanent address and phone number and UNK Loper Email address
- Two emergency contact names, addresses, and phone numbers
- Your catalog date (when you started at UNK or switched catalogs). This can be found in your Degree Audit.
- Identified areas of endorsement (no student teaching required for minors or coaching endorsements)
- Name(s) of your advisor(s) and signature(s)
- Three preferred **school districts**, NOT school buildings.
- Semester you will student teach and how long you will student teach.
- Your signature
- **NOTE: Student teachers may not enroll for additional classes without prior consent from the Director of Field Experiences. If you are enrolled in another class while student teaching, you may be asked to drop the additional class.**
- KEEP THE APPLICATION FORM ON ONE PAGE!

Acquiring Advisor's Approval

- If you have two advisors, both need to sign.
- Ask your advisor to check your degree audit.
- If you have any substitutions or waivers in your program, make certain your advisor has notified the registrar's office.
- **DON'T** wait until the last minute to seek your advisor's signature
- If your advisor is not teaching on campus this semester, our office will get their signature(s).



How Long Will I Student Teach?

- 16 weeks
 - 1 subject endorsement
 - 2 subject endorsements at same grade level (not including ESL)
 - 1 field endorsement
 - 1 field and 1 subject endorsement (same content area and grade level, not including ESL)
- 20 weeks
 - 2 field endorsements
 - 2 subject endorsements at different grade levels
 - 1 field and 1 subject in a different content area/grade level (not including ESL)
- 2 semesters
 - 1 field and 2 subject endorsements
 - 2 field endorsements and 1 subject endorsement (not including ESL)

Where Should I Student Teach?



- Options to consider:
 - UNK Partner Schools
 - Other schools in Nebraska
 - Garden City, KS
 - Alief School District in Houston, TX
 - Other out-of-state schools besides Garden City of Alief ISD

Partner Schools

- The Co-Teaching model is encouraged.
- Co-teaching training is offered to any cooperating teacher and student teacher pair within the partnership.
- Student teacher and cooperating teacher attend a pairs workshop together at the beginning of the semester. Your teacher will receive an email with the details.
- Lessons are planned together and both are teaching in the classroom 90% of the time
- Note: Millard Public Schools also co-teach
- Other schools in Nebraska

Garden City, Kansas

- 4th largest school district in Kansas: 2000 students, 75% minorities, 37% English Language Learners
- New facilities: new high school and new early childhood center (2012)
- One-to-one: iPads
- Garden City: 30,000 people, southwest Kansas, 325 miles from Denver, 376 miles from Kansas City
- Will pay \$6,000 during student teaching **IF** you commit to teaching there for 2 years. This incentive will be offered if a teaching position is available.
- Will pay up to \$5,000 for your Master's Degree IF you commit to teaching there for 5 years
- Will pay for an endorsement in English as a Second Language IF you commit to teaching there for 2 years

Alief ISD - Houston, TX

- For over 20 years, UNK has partnered with Alief to offer our student teachers a unique experience
- Located in southwest Houston
- Over 80 languages spoken in the district
- Student teachers are paid at or around \$13.29/hour
- You will be responsible to find housing. Alief representatives may or may not have suggestions on potential apartment complexes to contact.
- Must have 3.0 or higher GPA to apply
- Note: Sometimes the calendar for Alief means students in 20-week placements will have to go back to finish after the holiday break in the fall or after graduation in the spring.



Student Teaching Out-of-State

- If you have a compelling reason to student teach outside of Nebraska (other than Alief or Garden City), you are responsible for:
 - Finding an appropriate placement (contact HR Department at the school district)
 - All fees (pay and mileage) connected with paying a cooperating teacher, if required
 - Providing the Educator Certification Office with contact information for the school, the principal, the cooperating teacher, and yourself
 - Seeing that all required paperwork is returned to the Educator Certification Office
 - The responsibility falls on your shoulders to arrange the placement.
- A meeting with the Director of Field Experiences is required.
 - If you wish to go outside of Nebraska (other than Alief or Garden City), you will need to send an email to Jane Blum, Director of Field Experiences, about your reasons and to set up a phone meeting.
 - The responsibility falls on your shoulders to arrange the placement.

Other Options to Consider

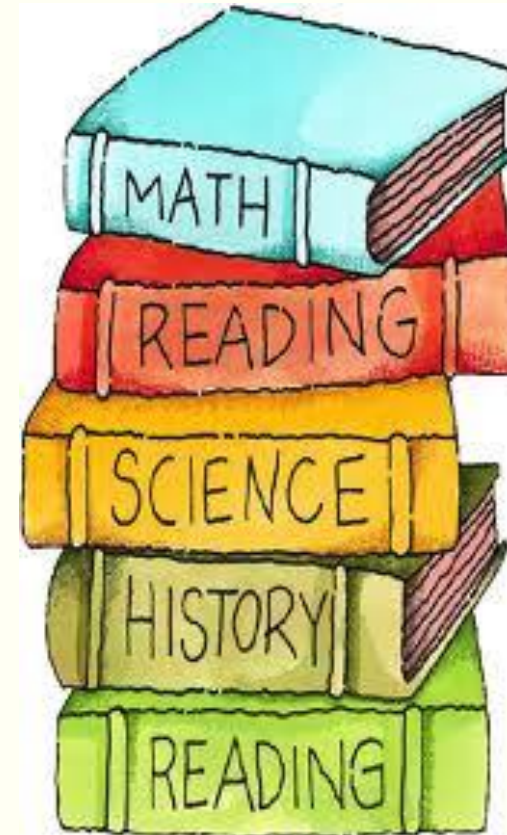
- Your endorsement
- A multicultural setting
- Be open to a new experience
- Get advice from your advisor
- The cooperating teacher must have 3 years of experience and be certified in your endorsement area.
- Add a **separate** note if you have a request for a certain building or teacher.

Personal Data Form

- 4 copies are required
 - Given to principals and superintendents when placement request is made
 - Given to your cooperating teacher(s) when placement is finalized
 - Given to your student teacher supervisor
- **Please print this form front and back as it saves on postage**
- Compose your answers in advance
- Check for grammar and spelling errors, use spell check, ask someone to proof
- Be brief, complete, and honest
- Keep your message positive
- **Be sure to sign the back page**
- Included on the website is a document with tips for answering essay questions

Acquiring Your Transcripts

- On MyBlue, request one copy of your UNK transcripts be sent to you from the Registrar's Office.
- Make 4 copies per endorsement.
- BE SURE TO WHITE OUT YOUR SS# BEFORE COPYING! Copy these front and back. Making front to back copies saves on postage.
- Only copy pages that show actual grades.
- Request that they be sent to you after current semester's grades are posted.
- Staple one copy to each Personal Data Form.
- **Post Baccalaureate Students Only:** Send one set of official transcripts from each institution that you have attended (other than UNK) to complete your program at UNK.



Required Background Check

- Nebraska State Department of Education requires background checks for student teachers
- UNK uses OneSource-The Background Check Company
- Students must:
 - Complete the online process required to initiate the background check at:
<https://www08.8f7.com/4DACTION/WebAppOrderEntryOneSource/UNK2255>
 - This link takes you directly to the student teaching background check.
 - Pay the \$27.82 background check fee.
 - You must go online and complete the process to initiate the background check **by the deadline** for submitting your student teaching application
 - You may want to request a copy in case a school requests it. Select yes in the box.

Request Copy

YES ▼

For California, Minnesota, and Oklahoma residents only, would you like a copy of the report sent to you?

Background Checks Continued

- You may be asked to supply additional information if your current background check shows additional charges since your first background check done at the beginning of your program
- Failure to complete these requirements on time could result in the postponement of your student teaching semester
- If you have questions, please contact the Certification Officer at (308) 865-8264
- **Continue to watch your Loper email – this is how we will contact you!**



PLACEMENT PROCEDURES

Accepted Applications

- Admission to Teacher Education Program
- Submission of Application to Student Teaching
- Overall UNK GPA of 2.75
- Satisfied all course specific grade requirements
- Satisfactory completion of field experiences (embedded in required courses)
- Satisfy any additional program-specific requirements (all courses completed)
- Apply for background check
- **All required documents completed**
 - 1 copy of the Application Form
 - 4 copies of the Personal Data Form for each endorsement
 - 4 copies of your transcripts for each endorsement
- All required documents mailed/turned in to Educator Certification Office by the deadline.
- 1615 W. 24th Street, Kearney, NE 68849

Placement Procedures

- You will be notified by Loper email if your application is accepted or denied.
- Be sure you are checking your UNK email. You must correct any deficiencies.
- We wait until all applications are approved before we start to make placements. If you don't have a complete application, you are holding up the placement for everyone.
- Once all applications are approved, placement requests are sent to schools.
- Second placement requests are sent when schools are unable to fulfill our request.
- It's possible we may contact you for three more school district choices.
- You will not know where you are student teaching until Thanksgiving (for spring) or the end of April (for fall).

Placement Packets

- You will be notified through **UNK email** when your placement packet is ready for pickup in the **Educator Certification Office**. Included in the packet will be:
 - Letter indicating your cooperating school and teacher(s)
 - UNK registration information – Register through MyBlue
 - See your advisor to lift your flag
 - Register for TE400-01, 12 credit hours, if student teaching 16 weeks (TE400H-01)
 - Register for TE400-02, 17 credit hours, if student teaching 20 weeks (TE400H-02)
 - The correct TE section will be indicated on the information in your student teaching packet
 - Dates of placement
 - Cooperating teacher information for YOU to deliver before the end of the semester
 - May for Fall student teaching – You will not be successful trying to contact the teacher during summer months
 - December for Spring student teaching – Needs to be done before the holiday break as you start as soon as January starts
 - You will be on the school's calendar, **NOT** UNK's calendar
 - Reminder to notify the Education Certification Office of any failures/incompletes received this semester.
 - Placement information will not be given out over the phone.

Contact Information

- Keep a copy of ALL materials submitted to our office.
 - One piece of advice:
 - “Don’t wait until the last minute. Start early.”
 - Student Teaching Handbook
 - www.unk.edu/certification
 - Click on Student Teaching
 - Thank you for your time and attention.
 - Best wishes for a successful student teaching experience.
- Jane Blum
 - Director of Field Experiences
 - COE Building C128
 - 1615 W. 24th, Kearney, NE 68849
 - 865-8416
 - blumjj@unk.edu
 - Lori Frickey
 - Office Associate
 - COE Building C128
 - 1615 W. 24th, Kearney, NE 68849
 - 865-8937
 - frickeyll@unk.edu