

**FALL 2016 and SPRING 2017 STUDENT
TEACHING APPLICATION PACKET**

The following requirements must be completed prior to enrolling for student teaching.

- 1) **MUST MEET ALL PREREQUISITES FOR STUDENT TEACHING REQUIRED BY YOUR PROGRAM.**
- 2) **STUDENT TEACHING IS A CLASS AND YOU MUST REGISTER VIA BANNERWEB.**
- 3) **BACKGROUND CHECK** Students must submit results of the Ohio BCI & I and FBI background checks (fingerprinting) to the Student Teaching office. Electronic fingerprinting is available at the campus police station. **Fingerprint results are not due upon application.** However, they are due in 202 McGuffey Hall before you will be allowed to begin student teaching.

STUDENT TEACHER PLACEMENTS To comply with Miami's written agreements with school districts, your student teaching placement must be arranged directly through the Office of Student Teaching. **Do not attempt to set up your own student teaching placement. It will not be honored.** Some schools may require a personal interview or additional written information before they will confirm your placement. The Student Teaching Office or school will contact you if an interview or additional information is needed.

STUDENT TEACHING IS THE EQUIVALENT OF A FULL-TIME JOB! It is strongly recommended that you do not work or take additional classes concurrently with your student teaching experience.

STUDENT TEACHERS are not allowed to be compensated in any way by the district or school in which they are student teaching.

STUDENT TEACHER TRANSPORTATION Each student teacher is responsible for his/her transportation to the student teaching site. **Miami University does not provide transportation or reimburse for any related expenses.**

In order to avoid delays in processing your application:

A. Application Form: Be sure that all information is complete and neatly filled out.

B. Student Information Sheets:

Since school officials critically review your autobiographical information:

1. It must be typed or re-created on a computer.
2. Ask someone to **proofread** your materials. Grammar and spelling are very important to school officials who later may want to hire you. Use this to highlight your qualities that will enhance student learning.

C. What to submit and how many copies:

1. **One (1) copy** of the original application form and
2. **Four (4) copies** of the student information sheet and **one page** student teaching Letter of Introduction, copied front-to-back.

Student teaching applications for **Fall 2016** and **Spring 2017** placements will be accepted in **Room 202, McGuffey Hall**, on the following dates:

Tuesday, November 17, 2015
8:30 a.m. – 3:30 p.m.

Wednesday, November 18, 2014
8:30 a.m. - 3:30 p.m.

Thursday, November 18, 2014
8:30 a.m. – 3:30 p.m.

PLEASE NOTE:

1. Applications will **not** be accepted prior to these days.
2. Appointments are not necessary.
3. Since several questions will need to be answered by each student, please bring your application personally to avoid processing delays.
4. When submitting your application, please allow sufficient time for a brief discussion with Dr. Eagle, Director of Clinical Experiences, or Mrs. Benes, Student Teaching Coordinator.

OHIO BCI & I and FBI
BACKGROUND CHECKS REQUIRED

You will need the following:

- **Driver's License**
- **Payment: \$60, payable by cash (exact change please), Bursar charge, or check or money order made out to "Miami University".**

The results are sent to the Student Teaching office. If you are applying for your license within six months of having your background check done, upon your request the results will also be sent electronically to the Ohio Department of Education's Teacher Certification Office. ODE will not accept paper copies.

You should stop in the Student Teaching and Field Experience Office (202 McGuffey) about two weeks after they are done and request a copy for your records. You will not be allowed to student teach until the Student Teaching Office has received your results.

The Miami University Police Department is located on Route 73, across from Miami's horse stables. Fingerprinting hours are Monday through Friday, 8:00 am to 4:30 pm. No appointment is needed.

Please phone the MU Police Department 529-2226 with further background check questions.

Fingerprints MUST BE CLEARED prior to STUDENT TEACHING
and before the State of Ohio will issue your teaching license.

MIAMI UNIVERSITY STUDENT TEACHING APPLICATION

Expected Graduation Date: _____

Student Information:

Last Name _____ First _____ MI _____ E-mail: _____

Local Address _____
City _____ State _____ Zip _____

Banner # _____ Social Security # _____ Cell _____

Home Address _____
City _____ State _____ Zip _____

Check one of the following: Working toward a B.S. degree in Education **OR** Masters Degree **OR** Licensure Only

Licensure Area: Early Childhood Intervention Specialist Art Music Adolescent
Concentration Area _____
Middle Childhood
Concentration Areas _____ Speech Pathology

TESOL Endorsement? Yes Urban Teaching Cohort? Yes

Unmet graduation requirements: _____

NOTE: Information will be reviewed through BannerWeb.

The objective of the Office of Student Teaching is to place you in a setting where you can have a successful and beneficial culminating experience in your teacher preparation program. Please provide our office with the following information:

1. Where in southwest Ohio do you intend to live during the student teaching semester? _____
(In larger cities, please describe the geographic area of the city, such as northwest Cincinnati) City / Location

2. Preferred grade level: _____

3. I would prefer to be placed in the following type of setting: (Check all that apply) Urban Suburban Rural

4. Miami University believes (and school districts generally agree) that it is in your best interest not to student teach in a school where you were a student or in a school where a close relative or family friend attends or has a position of responsibility. To that end we need the following information:

Which school district(s) did you attend in Southwest Ohio (grades K-12)? _____

Do you have relatives or close friends affiliated with any school districts in Southwest Ohio? Yes No

(If yes, please list the districts) _____

I hereby give my consent for Miami University and the College of Education, Health & Society – Office of Student Teaching and Field Experiences to release information from my education records, including but not limited to, all information contained in my education records including academic transcripts, biographical information, and criminal background check to any school for the purpose of placing me in a student teaching assignment and for the duration of that student teaching placement.

I certify that all information in my application, including biographical information, is my own work, factually true, and honestly presented. Should any of my information, including my criminal records history change, I understand that I am required to inform the Office of Student Teaching and Field Experiences, in writing, within three class days of my conviction.

Student Signature _____ Date _____

STUDENT TEACHING ESSAY

On this page, please type a letter of introduction to your Cooperating Teacher and prospective students. Please emphasize your unique qualities that will enhance student learning and the overall classroom experience.