**INSTRUCTIONS FOR COMPLETING AN
APPLICATION FOR A STUDENT TEACHING POSITION**
(Revised 08/20)

Students apply for student teaching by <u>October 31st</u> of the academic year that is ONE YEAR prior to the fall and/or spring semester for their student teaching. (For example – Spring 2022 student teachers apply by October 31st, 2020)

Summary of Important Directions

1. Attend an Informational Meeting
2. Read, sign and hand in a copy of the **Student Teaching Guidelines** to the ESC by October 31st.
3. Submit a **Student Teaching Application** in Tk20 as per step I below.
4. Prepare and submit the **Student Teaching (ST) Profile** as per step II below.
5. Read "Other Information You Should Know".

NOTE: <u>All</u> application materials are due **by OCTOBER 31st**.

<u>Step I</u>. **Student Teaching Application in Tk20**

The purpose of the ST Application is for the ESC to track your request for student teaching and to meet with your programs to coordinate your request. Please provide as much information as possible per the directions below:

- Login to Tk20 [tk20.jmu.edu] using your JMU E-ID and password
- Click on Applications > Click on Create New Application
- Use the pull down to select: Application for Student Teaching Position
- DESCRIPTION – Please enter your program information, including grade levels and subject/content. Include any add-on/additional endorsements (e.g. Algebra I & TESOL).
- COMMENTS – Please include any information that would be helpful obtaining placements for you (such as grade level preferences, carpooling, etc.).
- Complete and submit the form no later than October 31st.

<u>Step II</u>. **Student Teaching Profile – electronic copy**

Applying for a student teaching position represents an important milestone in your professional teaching career. The Student Teaching (ST) Profile provides you with a significant opportunity to present yourself and your experiences positively to one or more school divisions**. Your cooperating teacher and university supervisor will be given a link to view your Student Teaching Profile.**

- **Use the template form provided on the ESC website.**
- All information listed in blue is intended for you to replace with your own personal information.
- Use a size 12 font with black print only.
- Proofread carefully. Run a spelling and grammar check.
- The completed ST Profile should be no longer than 2-3 pages.
- Submit an **electronic copy** at http://teach.coe.jmu.edu/esc/stuteach by October 31st.
- Download the ST Profile template and keep a copy for your records.

<u>**Other Information You Should Know:**</u>

A. *Physician's TB Screen/Test Results for Prospective Student Teacher:*
Virginia state law requires a TB screening and/or skin test or chest x-ray showing that an individual is free of communicable diseases before extended work in public schools is permitted. The screening and/or test must be performed within six months immediately preceding student teaching. *(Some school divisions require more recent test results; the Education Support Center will inform you if the school division where you anticipate student teaching has different requirements.)*

The Health Center will schedule appointments for screening for full-time students who have a current health record on file. Keep a copy for your records and **bring one to the ESC**. You may also submit a TB screening/test from your family physician or local health department. **If you do have the TB skin test, remember to have your results read from 48 to 72 hours after the test is given; the test cannot be repeated immediately.**

A hard copy of your TB screening/test results must be on file in the Education Support Center or you will not be allowed to student teach.

B. *Dyslexia Awareness Training and Restraint and Seclusion Training:*
Access the Dyslexia module via Internet Explorer at: http://doe.virginia.gov/teaching/licensure/dyslexia-module/story_html5.html. Access the Restraint and Seclusion module at: https://www.odu.edu/eps/programs/ciees/initiatives/restraint-and-seclusion.html. Click "print" to get a copy of your certificates (do NOT take a screenshot because it will not include the date). Print and keep copies for your records and drop off a copy of each at the ESC, or email to teacher-ed@jmu.edu.

C. *Final Approval for Student Teaching:*
The Education Support Center will check with the faculty in your program area prior to requesting your student teaching position. If they indicate concern about your readiness for student teaching, you will be asked to meet with a representative of the Education Support Center and a representative of your program faculty to discuss your status in the program. *Placement in a student teaching position is contingent upon your meeting all requirements and a satisfactory recommendation from your program area.*

Student Teaching Application Timeline	
October 31st	☐ Deadline to submit Student Teaching Guidelines to the ESC, complete Tk20 student teaching application online, and submit an online copy of the Student Teaching Profile.
April 15th - May 15th	☐ TB Screening (fall student teachers)
May 15th	• Deadline to meet **all** requirements for <u>fall</u> student teaching. • **All** TB results and dyslexia certificates are due for <u>fall</u> student teachers of the next academic year.
Prior to Student Teaching recommended	☐ Complete training for CPR, First Aid, & AED certification.
September 10th – November 10th	☐ TB Screening (spring student teachers)
November 10th	• Deadline to meet **all** requirements for <u>spring</u> student teaching. • **All** TB results and dyslexia certificates are due for <u>spring</u> student teachers of the next academic year.

NOTE: Be sure to print and keep a backup copy of <u>all</u> your student teaching application requirements in your portfolio.