

# Student Teaching Application

**Directions:** All students (graduate and undergraduate) must complete this page and attach the following to this form:

- current checksheet,
- current copies of the two required PA Child Abuse and PA Criminal clearances (both must be less than 1 year old),
- copy of your FBI clearance,
- TB test results (less than 1 year old),
- proof of liability insurance (typically a copy of the PSEA or CEC membership card indicating current membership) valid at least one month before student teaching begins,
- updated resume (for sending to school districts),
- proof of registration to take (OR test scores) for either the PRAXIS II content area exam or the PECT content area exam, as appropriate.

Return the completed application with all required attachments to your Program Coordinator **no later than March 1** if you plan to student teach in the fall semester, and **no later than October 1** if you plan to student teach in the spring semester.

Name \_\_\_\_\_ RMU ID # \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone(s) \_\_\_\_\_ RMU E-mail \_\_\_\_\_ (Correspondence through RMU e-mail only)

**Please indicate your intended certification area(s):**

- Biology (7-12)
- Business, Computer & Information Technology (K-12)
- Early Childhood Educ. (PreK-4)
- Early Childhood Educ. (PreK-4)/Special Ed (PreK-8)
- English (7-12)
- English/Communication (7-12)
- Mathematics (7-12)
- Middle Level (4-8)                      *Specialization:* Math English/Lang Arts Science Social Studies
- Social Studies (7-12)

**Check one:**

- Undergraduate
- Post-bacc

**Check one:**

- Traditional Undergraduate Format: (15 weeks)
  - Post-bacc Format: (12 weeks)
- Plan to Student Teach in  Fall 20\_\_\_\_ or  Spring 20\_\_\_\_

**Please indicate three school districts in which you would like to be placed for Student Teaching, if possible.** (You cannot be placed in any school district where you attended K-12)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

High School(s) Attended \_\_\_\_\_

**Please indicate if you plan to student teach internationally and where:** \_\_\_\_\_

**Application for Student Teaching**  
(to be completed by the Program Coordinator)

	<b>Attached Documentation Required:</b> A copy of current checksheet.
	<p><b>Current Resume</b>  <i>Note to Students: Resume may be sent to the school district(s) to which student teaching placement requests will be made. Resume writing assistance is available through RMU Career Services. (See example on following page)</i></p>
	<p><b>Praxis II/PECT Test Score Report or Registration Ticket for Content Area Exam (PRAXIS II/PECT) (before beginning of student teaching semester) Attached Documentation Required:</b> Score Report or Registration Ticket.</p>
	<p><b>NOTE: Proof of Current Liability Insurance documentation is NOT included in the application.</b>          Proof of Current Liability Insurance documentation is submitted to Mrs. Mary Poehlmann in Nicholson 435 at least one month before student teaching begins.</p> <p><b>Documentation Required:</b> A copy of S-PSEA or CEC current membership or private LIABILITY insurance.</p>
	<p><b>TB Test Results (must be less than one year old)</b></p> <p><b>Attached Documentation Required:</b> A copy of TB test results signed by doctor or physician assistant.</p>
	<p><b>Current Clearances</b></p> <ul style="list-style-type: none"> <li>▪ PA Act 34 PA Criminal Record Clearance – <i>must be less than one year old</i> Record: ___ No Record: ___</li> <li>▪ PA Act 151 Child Abuse – <i>must be less than one year old</i> Record: ___ No Record: ___</li> <li>▪ Act 114 Federal Criminal Record Clearance (FBI) * Record: ___ No Record: ___</li> </ul> <p><i>*All students must apply for FBI clearance fall freshman year (even if he or she has had an FBI clearance in the past.). The FBI clearance is valid throughout the student's RMU teacher education program if the student is continuously enrolled for classes.</i></p>
	<p><b>Transportation: Student teachers are expected to provide their own transportation to and from their student teaching site.</b></p>

<b>Program Coordinator's Recommendation:</b>	
<input type="checkbox"/> Requirements <b>met</b> ... Student may register for Student teaching.	
<input type="checkbox"/> Requirements <b>NOT met</b> (see comments)	
<b>Comments:</b>	
Date: _____ / _____	
Program Coordinator	Signature

# Resume Example for Student Teaching Application

**Anna Clare Avila**

8542 Cannon Way • Chicago, IL • (773) 555-4411 • annaclaire@marymount.edu

## Upcoming CERTIFICATION EXPECTED

**Illinois Initial Pre-K-4 Certificate expected May 2014**

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## Upcoming EDUCATION DEGREE EXPECTED

**Bachelor of Arts, Pre-K, St. Marymount College, Ashland, IL May 2014**

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## TEACHING RELATED EXPERIENCE

### Upstart Tutoring Program, Willow Brook Elementary School, 4-6 grade, Chicago, IL Winter 2010

- Tutored a fourth grade student in math, focusing on multiplication which included sharing techniques of flash cards, math computer games, and teaching her math strategies for test-taking.
- Participated in mentor program which guided middle school students about high school setting.

### Pre-Student teaching FIELD EXPERIENCE

#### Williams Elementary School, 3<sup>rd</sup> Grade, Chicago, IL. Spring 2012

- Worked individually with students to improve reading, including vocabulary, fluency, and using words in the correct context.
- Supported small groups of students in reading centers, including reading independently and with a partner, word sorts, and writing prompts.

## PROFESSIONAL EXPERIENCES

### Jacobs Financial Group, Chicago, IL

#### Part-time Benefits Assistant, November 2010-present

- Assist with benefit enrollment process for all new hires; communicate company benefits plans, and assess common questions during orientation to improve presentation content.
- Assist as point of contact for employees regarding traditional and non-tradition benefit questions; act as liaison between employees and benefit vendors in resolving benefit and eligibility questions.
- Assisted Recruiting Director to implement a new applicant tracking system within the year, including vendor analysis, conducting demos, and creating a formal RFP.

### Private Nanny, Highland Park, IL, Summers 2010, 2011, and 2012

- Worked as live-in nanny for family with three children ages 4, 6, and 9 (2012).
- Prepared daily summer activities, such as reading time, pool excursions, art and crafts time, and chaperoning to activities.
- Traveled with and babysat for family as needed to weekend home in Michigan.

## PROFESSIONAL INTERESTS

Extracurricular activities: journalism, theater, puppetry, travel, and cooking.