

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 February 15** if you plan to student teach in the fall semester, and **no later than September 15** 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: _____

Do you have an immediate family member (parent, grandparent, sibling, uncle, aunt or cousin) in an administrative role (ex: principal, superintendent, director) at any of the preferred districts noted above?

Yes _____ No _____

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

Upcoming EDUCATION DEGREE EXPECTED

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

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, 3rd 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.