This application is not compatible with a MAC computer. When you see ENABLE EDITING at the top in yellow, click on it to fill out this form. If you don’t see that and you only see File, Tools, and View at the top in the blue area, click on View and got to Edit Document. It automatically starts with Today’s Date below (box will be a darker gray than the others). You can use the tab key to go from gray text box to gray text box or you can click on the gray box with your cursor. Use your cursor to put an “X” in the check boxes. When you are done, go to File then Save As and save it to your flash drive or your PFW email before you email it to us (please leave as a word document. Do not convert it to a .pdf document or send it to the cloud). **Please do not add extra lines to any page or it will kick the bottom of the page to the next page and the whole application will not align correctly**.

**STUDENT TEACHING APPLICATION**

Today’s Date: Click or tap to enter a date. PFW Student ID#: \_\_     \_\_

Your Full Legal Name: \_\_\_     \_\_\_\_

Previous Name: (i.e. maiden name) \_\_\_     \_\_\_\_\_

Your current PFW GPA:       (this can be found on your myBLUEprint page)

NOTE: Your GPA must be a 3.0 or higher before the start of Student Teaching

(only for students who were admitted during or after the Fall 2013 semester)

**I PLAN TO STUDENT TEACH DURING:** (select semester/year below)

Semester: \_\_\_\_\_ School Year: \_\_\_\_

**Upon completion of each task below, use your cursor to click an X into each box** (if it apples to you)**.**

Email Mindy Esparza at [mstiles@pfw.edu](mailto:mstiles@pfw.edu) to make an appointment with Jim Beard to discuss Student

Teaching and review your application.

Complete the course planning sheet (2nd page of this application)**,** showing required coursework

needed prior to student teaching.

You must have a current EXPANDED Criminal History Report with a DCS check included

from Safe Hiring Solutions\*. NOTE: Be aware another report may be requested by the school prior to student teaching.

If you are an Early Childhood major or an Elementary Education major with a dual license in Early Childhood and requesting a Head Start

placement, check with Teri Hogg to see if you need to obtain a MorphoTrust report which includes fingerprinting.

\* Instructions on how to complete the [Background Report](http://www.ipfw.edu/departments/cepp/depts/educational-studies/criminal-history-background-report/) are located on our website.

Select your top 4 School Corporation preferences for your student teaching placement(s) from

[the approved school corporation list.](https://sites.pfw.edu/education/tedu/st/st_approved-school-corporations-4.pdf) NOTE: If you choose NACS or SACS you must have an overall 3.0 GPA.

**After you complete this application, please email it to** [mstiles@pfw.edu](mailto:mstiles@pfw.edu) **whenever you**

**get it done but no later than the day BEFORE your appointment please.**

Please do not send us your application before making your student teaching appointment.

**\*\*For College of Arts and Science majors** & **College of Visual and Performing Arts majors ONLY\*\***

Bring a copy of your myBLUEprint degree worksheet, signed by your department liaison, to your appointment.

Take your Content licensing exam(s) no later than the date listed below for your Student Teaching semester. Passing the content exam(s) is not required until you are ready to apply for your license.

**Fall Semester – take by June 30. Spring Semester – take by November 30**

This does not include the Pedagogy test. You only need to take and pass the Pedagogy test to obtain your license.

***NOTE: Certification Only students must pass their*** ***content exam(s) prior to student teaching***

# COURSE PLANNING WORKSHEET

USE THIS FORM AS A WORKSHEET TO PLAN THE REMAINDER OF YOUR COURSEWORK PRIOR TO YOUR STUDENT TEACHING.

**Please do not add extra lines or it will kick the bottom of the page to the next page and the whole application will not align correctly**.

**Summer (if needed)**

(Year \_\_ )

List below Course Prefix and Numbers

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**Current Semester**

(  Fall /  Spring / Year \_\_)

List below Course Prefix and Numbers:

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\_     \_

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**Next Semester**

(  Fall /  Spring / Year \_\_ )

List below Course Prefix and Numbers

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I will have completed at least 120 credits for graduation

**Courses to be completed during or after student teaching:**

(A maximum of 6 credit hours and they must not be Professional Education courses)

**Courses Taking During Student Teaching** (  Fall /  Spring / Year \_\_)

Course Prefix and Numbers:

\_\_     \_\_\_\_\_ \_\_\_     \_\_\_\_\_

**Courses Taking After Student Teaching**

Course Prefix and Numbers:

\_\_     \_\_\_\_\_ \_\_\_     \_\_\_\_\_

Courses taken during student teaching may only be approved if the course is not offered in the term immediately following student teaching and must not conflict with the student teaching schedule or seminars. Changes to any of the courses listed above must be **approved by Jim Beard** before adjusting your academic schedule.

##### List your employment during student teaching semester (not recommended): Place & location: \_     \_\_

##### Hours per week: \_     \_\_

#### Professional Expectation Agreement

Upon admission to the Teacher Education Program, I \_     \_ (type your legal name - not nickname) understand that I have assumed added responsibilities as a pre-professional education student. I am preparing to become a teacher and

to assume responsibilities for children's safety, well-being, development and learning. I agree to do my best in meeting the professional expectations outlined below in all pertinent aspects of my teacher education program.

As a point of information, the State of Indiana has a code of ethical conduct for all teachers in the state (Indiana code 20-6.1-3-7). It is not the intention of the College of Professional Studies to define these characteristics; however, local school officials may ask the student to leave the field or student teaching placement for any of the following reasons: Immorality, Misconduct in the office, Incompetence, or Willful neglect of duty.

**Professional Expectations**

(please sign and date the bottom of this page)

###### Personalized Learning

| respect the ways in which growth and development in individuals may differ | promote engagement for all students | recognize the development needs of all students | be sensitive to the external stressors students face | maintain

high expectations | encourage independent, critical thinking skills |

###### Knowledge

| develop informed teaching practices through continual study of theory | supplement the curriculum with authentic resources and activities | be flexible and responsive to individual learner needs | facilitate mastery of skills and concepts

| implement multiple ways of teaching and learning |

###### Community

| respect family and student goals, values and unique identity | promote open communication with the family | value the broad spectrum of cultural diversity and global interconnectedness | encourage democratic principles in both students and colleagues | become aware of and utilize the benefits to education that the community has to offer |

###### Growth and Reflection

| commit to reflective practice and planning | value and pursue opportunities for collaborative work with colleagues and families | pursue personal and professional growth | maximize teaching and learning experiences

###### Learning Environment

| work towards a learning environment that optimizes student's academic, social, physical, and spiritual well-being | use multiple assessments to identify student strengths and refine curriculum | promote a safe and caring environment | appreciate and manage group dynamics that contribute to the classroom |

###### Professionalism

| promote the privacy and confidential information of all students, their families, and teachers unless required by state/federal law | uphold all legal and school obligations including the professional expectations and code of ethics of faculty and staff at Purdue University Fort Wayne | dress appropriately | be on time with all scheduled activities and work | open to constructive criticism and make appropriate modifications upon reflection | communicate to the best of my ability | conduct myself as a professional in all respects when I am working in, or representing Purdue University Fort Wayne by treating others with respect |

I understand that as a student in the Teacher Education Program, I may be withdrawn from the program and/or any field placement including student teaching, for failure to comply with these professional expectations. Other disciplinary actions may include, but are not limited to, an administrative alert, an unsatisfactory grade for course or placement, dismissal from the school assignment or student teaching placement, removal from the Teacher Education Program, and/or dismissal from Purdue University Fort Wayne.

Click or tap here to enter text. Click or tap to enter a date.

Signature Date

*By signing this Electronic Signature Acknowledgment Form, I agree that my electronic signature is the legally binding equivalent to my handwritten signature. Whenever I execute an electronic signature, it has the same validity and meaning as my handwritten signature. I will not, at any time in the future, repudiate the meaning of my electronic signature or claim that my electronic signature is not legally binding.*

# PLACEMENT REQUEST FORM

Please indicate below 4 different school corporations where you wish to student teach

**16 week placement ~or~ 10 week placement (for dual lic. and art or music placements only)**

**1st Corporation Preference:** \_     \_\_

**School Preference:** *\_\_\_\_**\_\_*

**2nd Corporation Preference:** \_     \_\_

**School Preference:** *\_\_\_\_     \_\_*

**3rd Corporation Preference:** \_     \_\_

**School Preference:** *\_\_\_\_     \_\_*

**4th Corporation Preference:** \_     \_\_

**School Preference:** *\_\_\_\_     \_\_*

**6 week placement (for dual lic. and art or music placements only)**

**If a dual lic. Head Start placement is desired, type the name of the city/location**

**1st Corporation Preference:** \_     \_\_

**School Preference:** *\_\_\_\_     \_\_*

**2nd Corporation Preference:** \_     \_\_

**School Preference:** *\_\_\_\_     \_\_*

**3rd Corporation Preference:** \_     \_\_

**School Preference:** *\_\_\_\_     \_\_*

**4th Corporation Preference:** \_     \_\_

**School Preference:** *\_\_\_\_     \_\_*

*If you're seeking a SPED dual license and you select Huntington Co, East Noble, DeKalb Co. Eastern, or Garrett-Keyser-Butler for your 6 week placement, you will have an extra week added due to these corporations having 2-week spring breaks.*

A number of school districts, including Northwest Allen County Schools and Southwest Allen county Schools, like to review your college transcript prior to deciding on your student teaching placement request. Therefore, we ask that you give the Student Teaching Staff permission to release your transcript to the school districts of your choice by signing below. If you choose not to have us send your transcript, you may choose not to sign this, but your school district options will be limited.

Click or tap here to enter text. Click or tap to enter a date.

Signature Date

*By signing this Electronic Signature Acknowledgment Form, I agree that my electronic signature is the legally binding equivalent to my handwritten signature. Whenever I execute an electronic signature, it has the same validity and meaning as my handwritten signature. I will not, at any time in the future, repudiate the meaning of my electronic signature or claim that my electronic signature is not legally binding.*

**Click the box next to your area(s) of study and complete corresponding information:**

**I am an Early Childhood Educ. Major (P-3)**: Your placement will be split between a 10 week K-3 placement and a 6 week preschool placement. Please fill in both school corporation preferences above.

K-3 (10-week placement) Preschool (6-week placement) The 6 week preschool preference can be a Head Start placement.

**I am an Elementary Educ. Major (K-6)**: (select ONE teaching preference below)

No Preference (K-6)  K-3  3-6 NOTE: A "No preference (K-6)" placement request will give schools a broader range in which

to find you a placement rather than limiting yourself to either K-3 or 3-6 grade ranges.

***The two groups of check boxes shown below are for programs also completing a Dual License****.*

Please select your Dual License and school setting preference below.

**DUAL LICENSE** (select ONE) **DUAL LICENSE School Setting Preference**

(which area is your dual license in?) NOTE: this will be your 6 week placement

at the school corporation you list above.

Early Childhood Education  Preschool

English as a New Language  Elementary School

SPED – Mild Interventions  Middle School

High School

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### I am a Middle School Generalist Major (5-9):

Primary Content Area: \_\_\_     \_

Supporting Content Area(s): \_\_     \_

**I am a Secondary Education Major (5-12): School Setting Preference**

(Choose one preference per school setting)

Major/Primary Content Area: \_\_\_\_\_\_ 1st Preference 2nd Preference

##### Concentration or Minor (if applicable): \_\_\_\_\_ High School High School

##### Concentration or Minor (if applicable): \_\_\_\_\_ Middle School Middle School

#### All Grade (P-12): Art & Music Majors

##### Please select **one** student teaching placement of 10 weeks and one practicum placement of 6 weeks below.

##### Then place your school corporation and school preference selections on the lines at the top of the previous page.

**Select Your Major below: 10 week placement preference 6 week placement preference**

Art Education  Elementary School  Elementary School

Music Education  Middle School  Middle School

Instrumental  High School  High School

Vocal

### (Please read carefully then sign and date below)

### STUDENT TEACHING PLACEMENT POLICY

1. Secondary Education (6-12) and All Grade (P-12) teacher candidates should not seek placement in the same high school which they attended (unless it has been over 5 years since graduation).
2. Teacher candidates will not be placed in the same building in which they have a close relative\* who is faculty, staff, or student.

**FOR OFFICE USE ONLY**

Please do not place this student at:

He / she has a \* \_\_\_\_\_ who  attends or  works at this school.

He / she graduated from this school in

Other:

Please don’t type more than 2 lines on “Other” above, or it will kick the pages down.

\* Close relative includes: brother, sister, mother, father, husband, wife, child, aunt, uncle, first cousin, niece, nephew. This rule includes half or step relatives

1. During your appointment for student teaching, the teacher candidate must reveal to the Director of Student Teaching any circumstances or factors which might be considered a conflict of interest.
2. If a criminal infraction occurs prior to or during the student teaching experience, it is the teacher candidate’s responsibility to report this to their supervising instructor(s) and to Dr. Alice Merz ([merza@pfw.edu](mailto:merza@pfw.edu)). Failure to address any issues on your Criminal History Background Report could eventually prohibit your placement in the local schools and could very well impact your progression through our program plus potential school/educational institution employment in the future.
3. I understand that student teaching is an every weekday, full-time commitment. Except for personal or family illness or emergencies, I am to be present at my school placement every day that school is in session.
4. Teacher candidates will follow their school’s calendar for holidays (including fall break/spring break), start dates, and school cancellations. DO NOT follow Purdue University Fort Wayne’s calendar. Your start date will be the 1st teacher day of the school where you are placed.
5. Teacher candidates may not receive compensation from the same school system in which they are placed for student teaching. You may volunteer your time to the school for tasks such as coaching, tutoring, extracurricular supervision, janitorial work, or any other task for which you would receive pay; however, during the student teaching placement period no compensation can be awarded.

### I have read and understand the policies stated above concerning the placement of teacher candidates and receiving compensation from schools during student teaching:

Click or tap here to enter text. Click or tap to enter a date.

Signature Date

AGREEMENT: By signing this Electronic Signature Acknowledgment Form by typing my name on the signature line above, I agree that my electronic signature is the legally binding equivalent to my handwritten signature. Whenever I execute an electronic signature, it has the same validity and meaning as my handwritten signature. I will not, at any time in the future, repudiate the meaning of my electronic signature or claim that my electronic signature is not legally binding.

##### Note: The next 2 pages will be sent to the school district(s) you request for a placement.

Please take great care in checking the accuracy of your responses.

Also, after you complete the application, we recommend you save it to either your email or a flash drive in case you get an email back from us stating there is some type of problem that occurred. That way you don't have to re-type it. You may also want to print a copy for yourself.



**STUDENT TEACHING INFORMATION FORM**

#### YOUR LEGAL NAME: \_     \_\_

#### NAME YOU PREFER TO BE CALLED (i.e. Bob instead of Robert): \_     \_\_

* 1. **YOUR HOME/MAILING ADDRESS:**

(Street Address): \_     \_\_

(City, State, Zip): \_     \_\_\_

(Phone) Cell #: \_     \_\_\_ Home (if different from cell #): \_     \_\_

* 1. **YOUR ADDRESS DURING STUDENT TEACHING (only if it will be different from your home address above):**

**\_****\_\_**

* 1. **YOUR PURDUE FORT WAYNE E-MAIL ADDRESS: \_** **\_**

#### INDICATE YOUR MAJOR (not degree) & INCLUDE ANY CERTIFICATION, DUAL LICENSE, OR MINOR AREA(S):

\_ \_\_

**6. LIST THE HIGH SCHOOL FROM WHICH YOU GRADUATED ALONG WITH ANY OTHER COLLEGE(S) ATTENDED** (include Purdue Univ. Fort Wayne): Please do not type into next column and cause it to shift right or move down a line. Abbreviate if you have to.

Year to Year (aka HS Diploma, BS or

Name of Institution Location (City, State) Attended Degree Awarded MS degree, PhD, etc.)

\_Purdue Univ. Fort Wayne\_ \_Fort Wayne, IN\_\_ \_     \_\_ \_     \_\_

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1. **FIELD EXPERIENCES RELATED TO UNIVERSITY CLASSES: (please start with the most recent field exp.)**

Please do not type into next column and cause it to shift right or move down a line. Abbreviate if you have to.

Grade or Year Number

Name of School Classroom Teacher Subject (ex: 2019) of Hours

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1. **LIST EXPERIENCES IN WORKING WITH CHILDREN OR YOUNG ADULTS OTHER THAN IN UNIVERSITY EDUCATION COURSES** (DESCRIBE THE SITUATION, DURATION, & PLACE)**.**

1. **LIST ANY SPECIAL RECOGNITIONS YOU HAVE RECEIVED FOR EXCELLENCE IN SCHOOL WORK SUCH AS HONORS, PRIZES, OR SCHOLARSHIPS:**

1. **LIST THE EXTRA CURRICULAR ACTIVITIES AND/OR TRAVEL EXPERIENCES IN WHICH YOU HAVE PARTICIPATED WHILE IN HIGH SCHOOL AND COLLEGE:**

1. **LIST YOUR TALENTS OR SKILLS WHICH MAY BE ASSETS IN YOUR STUDENT TEACHING.**

**INDICATE ANY RELATIONAL ATTRIBUTES AND/OR NATURAL RAPPORT YOU MAY HAVE**

**WITH YOUNG PEOPLE:** (i.e. computer skills, athletics, music, theater, writing, bi-lingual, etc.)

1. **WRITE A BRIEF PARAGRAPH SUMMARIZING YOUR REASONS FOR CHOOSING TEACHING AS A POSSIBLE CAREER. DESCRIBE YOUR GOALS DURING STUDENT**

**TEACHING**: