

# Preparing Your Student Teaching Application

The Information that follows is being given so you may successfully complete the Student Teaching (ST) Application Process. The Student Teaching application Form will be given to you today during this meeting, along with this form you are reading now. Both forms are due to the Education Office Coordinator prior to leaving for December break. You must also complete a professional resume by April to include in the orange folder you will deliver to your Host Coop Teacher.

## 1. You Must Be Accepted into the Teacher Education Program (TEP)

- The TEP process began during your first year ED100/181. In order to Student Teach, you must be a part of the TEP at Wartburg.
- GPA must still be 2.5 or above.
- Students must receive a C- or above in ED 100, EN 115(112), PSY 101, and Pass ED 181.
- TEP Interview.

## 2. You Must Complete the Student Teaching Application Form

- Carefully complete the Student Teaching Application Form, front and back. Note where you have to sign and where your advisor needs to sign and what is to be left for our Department to fill in.
- Be intentional and do each section carefully. If not done correctly, the form will be returned to you and may delay your placement process.
  - Elementary Education Majors: Please include your endorsement areas so that proper placement to meet licensure can be met.
  - Secondary Education Majors: To ensure the correct placement to meet licensure requirements, list your content major and additional endorsements.
  - K – 12 Education Majors: List your content major and to ensure the correct placement for licensure requirements is met, if you are **PE** please tell us whether you also seek a Health Endorsement and if you are a **Music Major**, please indicate if you are also Music Therapy.
- Your Advisor must recommend you for Student Teaching by signing the back of the ST Application.
  - After you've completed the application, make an appointment to meet with your Advisor to obtain their signature and perhaps look at your resume.
  - Music Students must have their Advisor's signature plus that of Dr. Muntefering and Dr. Toliver.
  - After completing the ST Application Form, turn it into the Education Office Coordinator in Old Main, Room #306.

## 3. This Academic Criteria Must be Met to Get Approval to Student Teach:

- Overall current GPA must be 2.5 or higher.
- Coursework must be C- or above in all methods and professional core and endorsement courses.

## 4. Field Experience in a Culturally Diverse Setting is Required to Graduate

- Wartburg Education requires students to obtain at least 25-hours of Field Experience in a culturally diverse setting, different from their own.
- If you have met this requirement already, please indicate *yes* and where in the space provided.
- If you would like to meet this requirement in ED 315 before you student teach, please mark *no* and make a note to that effect on the form.
- If you have not met the diversity requirement still, you will then have to complete during one of your 7-week Student Teaching placements.

## 5. Make Sure All Professional Core Courses are Completed

- See academic Catalog: <https://www.wartburg.edu/>

## 6. Prepare Professional Resume

- <https://www.wartburg.edu/career-services> for assistance with resume' writing.
- Communication with your Cooperating Host Teacher must reflect your professionalism

- Your resume must be a representation for your Cooperating Teacher of your education skills and accomplishments, but also a document you can continue to edit in preparation for future job interviews.
- To verify your Resume final draft has been thoroughly edited and error-free, please obtain the following signatures: (Make a copy of this side of the ST Application to turn in with your resume by the due date mentioned above.)

Signature Resume Checklist
Peer: _____
Faculty/Advisor: _____
Professional in Education Field: _____
(Optional) Have someone in the Career Center help with perfecting your resume. Submit to: <a href="https://www.emailmeform.com/builder/form/ydIk7iv3CcM0Gb6cZel8h64">https://www.emailmeform.com/builder/form/ydIk7iv3CcM0Gb6cZel8h64</a> _____

- Two printed copies of your resume will be put in the orange folders you will give to your hosting Coop Teacher after the Reveal meeting in April.

**7. All Student Teaching Applications are Reviewed by the Education Department for accuracy, deficiencies, and approval.**