



INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR A STUDENT TEACHING POSITION

(Revised 09/15)

Students apply for student teaching by October 31st of the academic year that is ONE YEAR prior to the fall and/or spring semester for their student teaching.

(For example – Spring 2019 student teachers apply by October 31st, 2017)

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: All application materials are due by **OCTOBER 31st.**

Step I. 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.

Step II. 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.

Other Information You Should Know:

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 the twelve 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 in the spring (March 15- May 15) for full-time students who have a current health record on file. They will give you two copies – keep one for your records and **bring one to the ESC**. You may also get a TB screening/test from your family physician or local health department, in which case you must bring a **copy** of the report to the ESC; you will keep that original. **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. 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 the 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 31	<ul style="list-style-type: none">• 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.
March 15 th – May 15 th	<ul style="list-style-type: none">• TB Screening.
May 15	<ul style="list-style-type: none">• Deadline to meet all requirements for <u>fall</u> student teaching.• All TB results and dyslexia certificates are due for <u>fall and spring</u> student teachers of the next academic year.
Prior to Student Teaching recommended	<ul style="list-style-type: none">• Complete training for CPR, First Aid, & AED certification.
November 10	<ul style="list-style-type: none">• Deadline to meet all requirements for <u>spring</u> student teaching.

NOTE: Be sure to keep a backup copy of all your application materials in your portfolio.