

INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR A STUDENT TEACHING POSITION 2023

For Fall 2024 & Spring 2025 Student Teachers

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

Summary of Important Directions

1. Attend an Information Meeting
2. Submit the **Student Teaching Guideline** as per step I below.
3. Submit a **Student Teaching Application** as per step II below.
4. Prepare and submit the **Student Teaching (ST) Profile** as per step III below.
5. Read “Other Information You Should Know”.

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

Step I. Student Teaching Guidelines

Read, sign, and submit the Student Teaching Guidelines at: <https://jmu.questionpro.com/STGuideline2023> . **Submit the form no later than October 31st.**

A sample of the Guidelines can be found at: https://www.jmu.edu/coe/esc/files/ST_Guideline.pdf

Step II. Student Teaching Application

The purpose of the ST Application is for the ESC to track requests for student teaching, meet with programs to coordinate requests, and assign placements.

- Complete all questions in the application at: <https://jmu.questionpro.com/STApplication2023>
- COMMENTS section – 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**
- Complete **ONLY** one form. If you have changes, please email these to Susan Sites– sitessa@jmu.edu

Step III. Student Teaching Profile

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 access to view your Student Teaching Profile.**

- **Prepare the profile using the template form provided on the ESC website**
(https://www.jmu.edu/coe/esc/files/student_teaching_profile.doc)
- 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 based on the **Timeline** below. *Our agreement with most school divisions is that it is within 6 months of the start of each placement, but 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 for full-time students who have a current health record on file. Keep a copy for your records and **email a copy to teacher-ed@jmu.edu or bring one to the ESC.** You may also submit a TB screening/test from your family physician or local health department. **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. The ESC will send an email regarding this requirement with specific school division expectations in March. Do **NOT** complete this requirement prior to receiving this email.

B. Dyslexia Awareness Training and Restraint and Seclusion Training:

Access the Dyslexia module via Internet Explorer at: <https://www.doe.virginia.gov/teaching-learning-assessment/teaching-in-virginia/teacher-licensure/dyslexia-training>. Access the Restraint and Seclusion module at: <https://www.odu.edu/eps/programs/ciees/initiatives/restraint-and-seclusion.html>. **Click “print” to get a copy of your certificates** (do NOT take a screenshot because it will not include the date). Print and keep copies for your records and bring a copy of each to the ESC, or email to teacher-ed@jmu.edu.

C. 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 a representative of the Education Support Center and/or 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 31st	<input type="checkbox"/> Deadline to submit Student Teaching Guidelines (Step I), complete the student teaching application (Step II), and submit an online copy of the Student Teaching Profile (Step III).
April 15 th - May 15 th	<input type="checkbox"/> TB Screening (fall student teachers). Please refer to email sent in March.
May 15 th	<ul style="list-style-type: none">• Deadline to meet all requirements for <u>fall</u> student teaching.• All TB results and certificates are due for fall 2024 student teachers.
September 10 th – November 10 th	<input type="checkbox"/> TB Screening (spring student teachers). Please refer to email sent in March.
November 10 th	<ul style="list-style-type: none">• <input type="checkbox"/> Deadline to meet all requirements for <u>spring</u> student teaching.• All TB results and certificates are due for spring 2025 student teachers.

NOTE: Be sure to print and keep a backup copy of all your student teaching application requirements in your portfolio.