JMU
College of Education

INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR A STUDENT TEACHING POSITION 2024

For Fall 2025 & Spring 2026 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. Submit a **Teaching Philosophy and Resume** as per step III below.
5. Read "Other Information You Should Know".

NOTE: Step I & II materials are due **by OCTOBER 31, 2024**
Follow the Student Teaching Application Timeline for all other requirements

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Step I. **Student Teaching Guidelines**

Read, sign, and submit the Student Teaching Guidelines at: https://jmu.questionpro.com/Guidelines2024.

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/STApplication2024
- 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. **Teaching Philosophy and Resume**
Engaging in a student teaching position represents an important milestone in your professional teaching career. The Teaching Philosophy and Resume 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 Philosophy and Resume** in your Shared Folder for Student Teaching.
- **A sample resume is provided on the ESC website at:**
  https://www.jmu.edu/coe/esc/_files/philosophy_and_resume_sample.docx
- Proofread carefully. Run a spelling and grammar check
- The completed philosophy and resume document should be no longer than 2-3 pages
- Submit an **electronic copy** at https://forms.office.com/r/SqHyQvQHes – follow the form instructions
  - Submit between **March 15-May 15th** for fall student teachers
  - Submit between **September 10th-November 10th** for spring student teachers
- Keep a copy for your records – some programs might have you update your resume during student teaching

Student Teaching Application Timeline	
October 31st	☐ Deadline to submit Student Teaching Guidelines (Step I) and complete the student teaching application (Step II).
April 15th – May 15th	☐ TB Screening (fall student teachers). Please refer to email sent in March.
May 15th	☐ Deadline to meet all requirements for fall student teaching, including philosophy and resume (Step III), please refer to email sent in March. All TB results and certificates are due for fall 2025 student teachers.
September 10th – November 10th	☐ TB Screening (spring student teachers). Please refer to email sent in August.
November 10th	☐ Deadline to meet all requirements for spring student teaching, including philosophy and resume (Step III), please refer to email sent in August. All TB results and certificates are due for spring 2026 student teachers.

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** on the previous page. *Our agreement with most school divisions is that it is within 6 monthsof 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 allows students to complete their TB Assessment on our patient portal (MyJMUChart) at no cost. They simply log onto MyJMUChart, go under the FORMS tab and compete the form under the heading "TB Assessment for Education and Practicum Students". A nurse will review and as long as it is negative their information should post on MyJMUChart in 2-3 business days. Print your immunization record from the portal and provide to **teacher-ed@jmu.edu** and keep a copy for your records. You may also submit a TB screening/testfrom 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. Do *NOT* complete this requirement prior to receiving this email.

B. Dyslexia Awareness Training and Restraint and Seclusion Training:

• Access the Dyslexia module at: https://www.doe.virginia.gov/teaching-learning-assessment/teaching-in-virginia/teacher-licensure/dyslexia-training.
• Access the Restraint and Seclusion module at: https://cieesodu.org/initiatives/restraint-and-seclusion/. **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 drop off a copy of each at 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.*

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