

Instructions for Student Teaching

Candidates begin to apply for student teaching (ST) in **October** of the academic year **ONE YEAR PRIOR** to the semester of their first student teaching experience. If student teaching occurs over multiple academic years, candidates must reapply. Candidates must meet all requirements below to be permitted to student teach.

- Read and follow these instructions carefully.
- A timeline of tasks and due dates is provided on page 3.

Applying to Student Teach

I. Student Teaching Information Meeting

What: The Student Teaching Information Meeting is a required meeting where candidates learn the process for ST placements and applying to student teach.

How: Attend an in-person information meeting (candidates will receive notification of the dates). Virtual meetings are available for Adult Degree Program candidates.

II. Student Teaching Guidelines

What: This requirement is reviewed and submitted during the Student Teaching Information Meeting. The Student Teaching Guidelines list all policies that a candidate must agree to in order to be permitted to student teach.

How: Submit the Student Teaching Guidelines at: <https://jmu.questionpro.com/Guidelines>.

- This link is only open for submissions during the application period.
- A sample of the Guidelines can be found at: https://www.jmu.edu/coe/esc/_files/ST_Guideline.pdf

III. Student Teaching Application Survey

What: The Student Teaching Application Survey is reviewed during the Student Teaching Information Meeting. It is used by the Education Support Center and programs to track requests for student teaching.

How: Complete all questions in the survey at: <https://jmu.questionpro.com/STApplication>.

- This link is only open for submissions during the application period and is due by October 31st.
- In the COMMENTS section of the survey, candidates should include any information that would be helpful for ST placement requests (e.g. grade level preferences and unique circumstances).
- Complete the survey **ONLY ONCE**. *Changes occurring after submission must be emailed to Susan Sites (sitessa@jmu.edu).*

Please note that the Education Support Center will check with the faculty in each program area prior to requesting student teaching positions. If there are concerns about readiness for student teaching, candidates will be asked to meet with a representative of the Education Support Center and/or a representative of their program faculty to discuss their status in the program. Placement in a student teaching position is contingent upon meeting all requirements and a satisfactory recommendation from the program.

Meeting Requirements to Student Teach

IV. Student Teaching Orientation

What: The Student Teaching Orientation is a required meeting held the semester before the first ST placement. Candidates learn important information about the student teaching experience.

How: Attend an in-person orientation (candidates will receive notification of the dates). Virtual meetings are available for Adult Degree Program candidates.

V. Teaching Philosophy and Resume

What: Candidates develop a Teaching Philosophy and Resume to present themselves and their experiences professionally to one or more school divisions. Cooperating Teachers and University Supervisors can view candidates' Philosophy and Resume during student teaching.

How: Submit an electronic copy at: <https://teach.coe.jmu.edu/microsoft-forms-links/philosophy>. See the timeline below.

- Submit **one** file that is no longer than 2-3 pages, which includes both the teaching philosophy and resume. Before submitting, carefully proofread the document.
- Keep a copy of your Philosophy and Resume for your records.
- View a sample resume at: https://www.jmu.edu/coe/esc/_files/philosophy_and_resume_sample.docx. Remove any text that is not accurate or applicable to your philosophy and resume.
- Contact the Career Center for additional resources: <https://www.jmu.edu/career>, career@jmu.edu.

VI. TB Requirement

What: A TB screening (and/or skin test or chest x-ray) showing that an individual is free of communicable tuberculosis is required before student teaching by Virginia State law and our agreement with Virginia school divisions. Most school divisions require a TB screening within 12 months of the start of each placement. The Education Support Center will inform candidates if the school division where they anticipate student teaching has different requirements (some school divisions require TB results within 3 months of the placement start date).

How: An "Important Student Teaching Information" email will provide directions for completing and submitting the TB assessment. Email a copy of your immunization record to teacher-ed@jmu.edu.

- Follow the email instructions to complete this requirement using the JMU Health Center Patient Portal.
- Candidates may also submit a TB screening/test from their family physician or local health department, provided that the copy of the results includes the name of the clinic, doctor/nurse signature, the candidate's name, and the date of the negative screening.

VII. Training Certificates

What: Virginia state law requires every person seeking initial licensure to complete dyslexia awareness training provided by the Virginia Department of Education, and restraint and seclusion training in completion of the statutory requirement for Behavior Intervention and Support Training.

How: Complete the Dyslexia Awareness Training module and the Restraint and Seclusion Training module. Email a copy of both certificates to teacher-ed@jmu.edu. See the timeline below.

- 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/>.
- At the end of each training, click the Print button to fill the certificate with the date of completion. No screenshots will be accepted. Keep a copy of both certificates for your records.

Student Teaching Application Timeline Fall Student Teachers	
Due Date	Required Tasks
October (dates TBD)	<input type="checkbox"/> Student Teaching Information Meeting
October 31 st	<input type="checkbox"/> Student Teaching Guidelines
October 31 st	<input type="checkbox"/> Student Teaching Application Survey
April (dates TBD)	<input type="checkbox"/> Student Teaching Orientation Meeting
May 15 th	<input type="checkbox"/> Teaching Philosophy and Resume
May 15 th	<input type="checkbox"/> TB Screening/Skin Test <i>The TB test must be dated between April 1st - May 15th.</i> <i>For placements in Loudoun, the TB test must be dated between June 1st-15th.</i>
May 15 th	<input type="checkbox"/> Restraint and Seclusion Training Certificate
May 15 th	<input type="checkbox"/> Dyslexia Awareness Training Certificate
May 15 th	<input type="checkbox"/> Praxis Assessments <i>(if required by program)</i>

Student Teaching Application Timeline Spring Student Teachers	
Due Date	Required Tasks
October (dates TBD)	<input type="checkbox"/> Student Teaching Information Meeting
October 31 st	<input type="checkbox"/> Student Teaching Guidelines
October 31 st	<input type="checkbox"/> Student Teaching Application Survey
November (dates TBD)	<input type="checkbox"/> Student Teaching Orientation Meeting
November 10 th	<input type="checkbox"/> Teaching Philosophy and Resume
November 10 th	<input type="checkbox"/> TB Screening/Skin Test <i>The TB test must be dated between September 10th - November 10th.</i> <i>For placements in Loudoun, the TB test must be dated between November 1st-15th.</i>
November 10 th	<input type="checkbox"/> Restraint and Seclusion Training Certificate
November 10 th	<input type="checkbox"/> Dyslexia Awareness Training Certificate
November 10 th	<input type="checkbox"/> Praxis Assessments <i>(if required by program)</i>

Education Support Center

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Phone: (540) 568-6274
Email: teacher-ed@jmu.edu

Hours: Monday-Friday 8am-5pm
(closed on University Holidays)