

## INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR A STUDENT TEACHING POSITION 2021 For Fall 2022 & Spring 2023 Student Teachers

Students apply for student teaching by October 31<sup>st</sup> 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://stguidelines2021.questionpro.com>. **Submit the form no later than October 31<sup>st</sup>.**

To review the Guidelines, see [https://www.jmu.edu/coe/esc/files/ST\\_Guideline.pdf](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 question in the application at: <https://stapplication2021.questionpro.com/>
- 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 31<sup>st</sup>.**

#### 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 a link to view your Student Teaching Profile.**

- **Prepare the profile using the template form provided on the ESC website** ([https://www.jmu.edu/coe/esc/Student\\_Teaching\\_Profile.doc](https://www.jmu.edu/coe/esc/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 31<sup>st</sup>.**
- 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 **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.**

### ***B. Dyslexia Awareness Training and Restraint and Seclusion Training:***

Access the Dyslexia module via Internet Explorer at: [http://doe.virginia.gov/teaching/licensure/dyslexia-module/story\\_html5.html](http://doe.virginia.gov/teaching/licensure/dyslexia-module/story_html5.html). Access the Restraint and Seclusion module at: <https://www.odu.edu/eps/programs/ciees/initiatives/restraint-and-seclusion.html>.

- For both certificates, you must click "print" to get a copy with the date (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](mailto: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 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.***

<b>Student Teaching Application Timeline</b>	
October 31st	<input type="checkbox"/> Deadline to submit Student Teaching Guidelines to the ESC, complete the student teaching application, and submit an online copy of the Student Teaching Profile.
April 15 <sup>th</sup> - May 15 <sup>th</sup>	<input type="checkbox"/> TB Screening (fall student teachers)
May 15 <sup>th</sup>	<ul style="list-style-type: none"><li>• Deadline to meet <b>all</b> requirements for <u>fall</u> student teaching.</li><li>• <b>All</b> TB results and dyslexia certificates are due for <u>fall</u> student teachers of the next academic year.</li></ul>
Prior to Student Teaching recommended	<input type="checkbox"/> Complete training for CPR, First Aid, & AED certification.
September 10 <sup>th</sup> – November 10 <sup>th</sup>	<input type="checkbox"/> TB Screening (spring student teachers)
November 10 <sup>th</sup>	<ul style="list-style-type: none"><li>• Deadline to meet <b>all</b> requirements for <u>spring</u> student teaching.</li><li>• <b>All</b> TB results and dyslexia certificates are due for <u>spring</u> student teachers of the next academic year.</li></ul>

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