

INDIANA UNIVERSITY KOKOMO — STUDENT TEACHING APPLICATION FORM

ALL APPLICATIONS ARE DUE:
NOVEMBER 1st (Early Childhood & Elementary Education)
MARCH 1st (Secondary Education)

Last Name: _____ First Name: _____ M.I. _____

Please check one: Miss ___ Mrs. ___ Ms. ___ Mr. ___ Address: _____

City: _____ State: _____ Zip: _____ Home Phone: (____) _____ Cell Phone: (____) _____

Student IU ID Number: _____ **IU Kokomo** Email only: _____

Indicate the semester and year in which you plan to student teach:

_____ Fall Semester (year) _____

_____ Spring Semester (year) _____

_____ Overseas/American Indian Reservation (year) _____

Please check the program below in which you will be student teaching:

EARLY CHILDHOOD PROGRAM

You are required to student teach 8 weeks at **each** of the following levels:

EDUC-M 423 Student Teaching: Early Childhood (6 cr.)

(Ages Birth - Five Years, depending on the organization of the school in which student teaching is completed)

EDUC-M 424 Student Teaching: Kindergarten-Primary (6 cr.)

(Grades K - 3, depending on the organization of the school in which student teaching is completed)

ELEMENTARY K - 6 PROGRAM

You are required to student teach 16 weeks in an elementary school setting:

EDUC-M 425 Student Teaching in the Elementary Schools (12 cr.)

(Grades K - 6, depending on the organization of the school in which student teaching is completed)

SECONDARY 5 - 12 PROGRAM

You are required to student teach 16 weeks in a secondary school setting:

EDUC-M 480 Student Teaching: Secondary (12 cr.)

(Grades 5 - 12, depending on the organization of the school in which student teaching is completed)

Check the teaching areas that apply to your program:

English/Language Arts _____

Mathematics _____

Science: (**Check all that apply**)

Chemistry _____

Physics _____

Physical Science _____

Life Science _____

Earth/Space _____

Social Studies (**Check all that apply**)

Economics _____

Government & Citizenship _____

Historical Perspectives _____

Psychology _____

Sociology _____

INDIANA UNIVERSITY KOKOMO — STUDENT TEACHING POLICY STATEMENTS

PLACEMENT OF STUDENT TEACHERS

Students are placed in a public school within the State of Indiana selected by the Division of Education with the cooperation of local school corporations. In addition, student teaching is permitted in private or parochial schools, which are accredited by the State of Indiana. However, such placement is not automatic and must be justified by the student and agreed to by the Director of Student Teaching. Evidence of private/parochial school accreditation must be provided. Students must not contact classroom teachers or school corporations to which they may be assigned. Such contacts are the sole responsibility of the University. **The final decision of student teaching placement will be made by the IU Kokomo Division of Education.** Teachers selected to supervise student teachers must meet the requirements specified in the agreement between Indiana University and participating school corporations.

OBLIGATION TO MEET STUDENT TEACHING TIME COMMITMENT

Student teachers are expected to become immersed in the culture of their school. That means student teachers must be able to meet all the obligations of their host teacher and school community. Student teaching requires a full-time commitment on the part of the every student teacher. As a result, normally no other courses are taken during this period of time. In addition, student teachers are discouraged from holding full-time or part-time, evening and weekend jobs, as these added demands will cut into time that should be spent planning and preparing lessons and materials, and will diminish opportunities for involvement in after-school meetings and extra-curricular activities. Participation in education activities of the school in which a student teacher is assigned is regarded as an integral part of the student teaching experience and not as either optional or supplemental.

Conflicts between work, family, and student teaching must be resolved so that all of your student teaching obligations are met. Arrangements should be made so that student teaching expectations and responsibilities will be met at the **Mastery Level** (rating of 3 on the *Metastandards for Competency in the Field* rubric) or above. Conflicts that cannot be resolved may result in unsatisfactory student teaching performance.

CONFIDENTIALITY

Under the Family Educational Right to Privacy Act (Buckley Amendment), P-12 students have specific rights associated with confidentiality. Schools are obligated to safeguard those rights. In permitting student teachers entry into the classroom, host schools entrust the student teacher with some of the responsibility for safeguarding those rights. Therefore, it is imperative that all student teachers understand and appreciate the importance of maintaining student confidentiality. For this reason and for ethical reasons, any information which could be used to identify a student (including name, parent's occupation, specific characteristics, uncommon disabilities, birth date, Social Security Number, relationship to individuals within the school or community, publicly known accomplishments or activities, etc.) must be carefully omitted in any conversation with anyone other than the cooperating teacher or principal.

It is the responsibility of the student teacher to omit identifying information when participating in group discussions in the student teaching seminar or in any other conversational situations. Discussion of P-12 students with friends and/or relatives is discouraged. Student teaching experiences involving specific P-12 students should not be discussed in public places where they may be overheard by someone who could glean information from the discussion (e.g., in restaurants, stores, etc). Student records must always be maintained with strict adherence to confidentiality guidelines. If access to student records is deemed appropriate by school representatives, student teachers must keep the information therein absolutely confidential.

Any student teacher notes, journals, course work or other forms of documentation and data gathering must also maintain the confidentiality of the P-12 students. Photocopies of student work, individualized educational programs (IEPs), etc., to be used by the student teacher for course related purposes must have all identifying information blacked out with a permanent black marker.

CONFLICT OF INTEREST

Evaluation of your student performance requires objectivity and neutrality. A conflict of interest arises from a personal connection within a school corporation which adversely affects that objectivity and neutrality. To ensure that there are no conflicts of interest, you are required to list all school corporations in IU Kokomo's 11-county service region in which you have a potential conflict of interest. Potential conflicts of interest include, but are not limited to, corporations in which you have relatives, children, business associates, friends, personal and/or business connections with school board members, and those corporations you attended as a student for any length of time. No placements will be made in those school corporations in which a potential conflict of interest exists.

Please list all corporations where a potential conflict of interest exists:

Corporation _____ Nature of Conflict _____

Corporation _____ Nature of Conflict _____

Corporation _____ Nature of Conflict _____

Corporation _____ Nature of Conflict _____

CRIMINAL HISTORY

The Division of Education requires all students enrolled in an education course with a field experience component to maintain an up-to-date Limited Criminal History report. If a student does not have a report, or if the report has expired, the student will not be allowed entry into a public school under the Division's auspices, and therefore will not be able to satisfactorily complete the field experience requirement(s). Additional forms may also be required by certain school corporations prior to field placement. All student names are cross-referenced with the Zachary Law database each semester, as well.

There are certain Indiana codes and laws that pertain to criminal records and how they impact pre-service teachers (i.e., education students) and other public school personnel who require appropriate licensure. For example, any student who has a record of a sex crime against a child will not be placed in an educational setting in which there is an actual or potential possibility that he/she will come into contact with children (IC 5-2-12-12).

Students with a criminal record will be advised that many school and community agencies, who will have access to all relevant criminal history information prior to field placement, may not accept them for field experiences, service learning activities, practica, internships, or student teaching with such a record. The Director of Student Teaching will discuss the seriousness of any criminal charge(s) on a student's record with him/her. Students who cannot be placed in educational settings due to the seriousness of the charge(s) or conviction(s) listed on his or her Limited Criminal History report will be unable to complete their program and will be advised to consider other degree programs and options.

Have you ever been investigated for, charged with, or pleaded guilty or "no contest" to any crime involving the sexual misconduct or abuse of any person or indecency with a minor? _____ Yes _____ No

Have you ever been convicted of a felony? _____ Yes _____ No

Have you ever been charged with a crime, other than a minor traffic offense, where the court has deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program? _____ Yes _____ No

Have you ever pleaded guilty, been convicted of or otherwise been found in violation of the law by a court for any matter other than a minor traffic violation? _____ Yes _____ No

If you are now working, is your conduct as an employee or the quality of your work the focus of any investigation by your current employer? _____ Yes _____ No

If the answer is Yes to any of the questions above, attach a written explanation (date of the charge, offense in question, court action, and address of the court involved).

After reviewing current requirements and policy for student teaching at IU Kokomo, I hereby certify that the above information is, to the best of my knowledge, true, accurate, and complete, and will be updated as needed. **All updates to the information provided on this application must be submitted to the Director of Student Teaching immediately.** Any falsification of this information or failure to provide updated information about potential conflicts of interest and changes in criminal history may be sufficient cause for disqualification or administrative withdrawal from student teaching and dismissal from the Teacher Education Program.

I am requesting permission to complete student teaching, based upon my belief that I will have met all such requirements prior to the student teaching semester requested, and based upon my willingness and commitment to adhere to all Division of Education Student Teaching Policy Statements during my student teaching semester. I give permission for IU Kokomo to disclose information concerning my academic preparation (to include transcripts and criminal history records) and eligibility for student teaching to officials in prospective schools in which I may be assigned for student teaching.

Applicant's Signature

Date

SCHOOL PREFERENCES

List six school corporations where you prefer to student teach, and in which you do not have any potential conflict of interest. Although there is no guarantee that you will be placed in one of the school corporations you identify, every effort will be made to place you within a 50 mile radius of your home, in IU Kokomo's 11-county service region.

NOTE: Due to increased applications and competition from other campuses and universities, you will be expected to student teach where placements are available, regardless of your preferences.

Corporation _____

Corporation _____

Corporation _____

Corporation _____

Corporation _____

Corporation _____

APPLICATION DOCUMENTS

You must provide a complete application packet of error-free materials. All materials must be in *MS Word* document (doc.) form. Applications are available on the IU Kokomo Division of Education Web site at www.iuk.edu/education. Your application will be considered incomplete without the following items:

- _____ Application (completed and signed)
- _____ *Resume (2 copies)
- _____ Reflections on Teaching Document (2 copies)
- _____ Current Criminal History Report (on file in Education Office)

*It is highly recommend that you consult with the Career Services Office to assist in resume preparation.

Please update the Division of Education Office with any changes such as name, address, phone, or email address.

Education Office Use Only	
Revd by: _____	Date: _____

INDIANA UNIVERSITY KOKOMO — REFLECTIONS ON TEACHING DOCUMENT

Guidelines

Create a *MS Word* document (.doc) which will serve as an introduction to a school official who will be processing your Student Teaching Packet of materials for placement. This document will be sent to the appropriate school official in the form you submit. No editing from the Division of Education will be provided. However, we do encourage all candidates to use the Learning Enhancement Center for assistance. Therefore, this document must be error-free (i.e., contain proper grammar and correct spelling) and printed on plain paper. All applications received that are not complete and/or copy-ready will be returned.

Sample

Bold and center the heading.

INDIANA UNIVERSITY KOKOMO DIVISION OF EDUCATION REFLECTIONS ON TEACHING

Type each of the following, left aligned, and bold the categories. Add your personal information in regular font (Times New Roman, 12 pt.).

Full Name:

Phone:

IU Kokomo Email Address:

Type the first writing prompt. On the next line begin your response. Leave a space and then type in the second prompt. Enter your response and continue in this manner until your response to the fifth prompt is completed. Most students complete this document within two to three pages.

1. Describe one of your experiences in working with children or youth and discuss its impact on your decision to become a teacher.
2. Describe an experience you had with an inspirational teacher and discuss the qualities that person possessed which you believe are essential for effective P - 12 teaching and student learning.
3. What specific strengths do you possess that will help you become a highly qualified and effective classroom teacher?
4. List personal skills, talents, special interests, or hobbies that might facilitate your contribution to the instructional or extra-curricular programs of a school.
5. Identify your favorite subject area and discuss why this subject is of interest to you. Be sure to include how your interest in this subject will translate into your teaching in the classroom and impact student learning.