



STUDENT TEACHING

And

SPECIAL EDUCATION PRACTICUM

APPLICATION

School of Education
820 North Michigan
Chicago, IL 60611

Table of Contents

INSTRUCTIONS FOR COMPLETING THE APPLICATION.....	3
INSTRUCTION PAGE FOR STUDENT INFORMATION FORM	4
SAMPLE Student Information Form.....	5
STUDENT INFORMATION FORM	6
PERSONAL STATEMENT	7
SAMPLE RESUME	8
UNDERGRADUATE COURSE ADVISEMENT SHEET.....	9
GRADUATE COURSE ADVISEMENT SHEET	11
CHECKLIST OF APPLICATION PROCESS	12

INSTRUCTIONS FOR COMPLETING THE APPLICATION

Deadlines: Applications must be submitted one year in advance of the semester you plan to student teach. The deadlines are:

- Fall or Summer Special Education Practicum, **OCTOBER 1st**
- Spring, **MARCH 1st**.

Prerequisites- failure to complete these will result in a loss of your student teaching placement:

- All major coursework must be completed prior to Student Teaching.
- Passing score on the Basic Skills Test.
- Passing score on Content Area Test **prior** to student teaching/practicum.
Do not wait to sign up for the last test offered prior to your student teaching/ practicum!! Allow yourself the time to take the test over if the need should arise.
- Advising meeting to assure course preparedness for student teaching/ practicum.
- TB Test Results
- Background Check For more information, please go to: http://www.luc.edu/education/IL_Cert-Background.shtml
- CPS Student Teaching Registration Packet (if student teaching within CPS)

Submit: Three copies of all application materials in the following order:

- Student Information Form
- Personal statement (limit to one page)
- Resume--Please try to limit to one page. You may use the sample template or create one of your own.
- Course Advisement Sheet --Meet with Advisor and have signed – Graduate students do NOT need an advisor signature)
- Transcripts- these can be unofficial transcripts – Transfer and Graduate students should include all their transcripts (both undergraduate and graduate)
- TB Test Results--TB test results are good for one year. The test results must stay current throughout your student teaching experience. Plan your TB test accordingly and send in your results when received.

***EMAILED, FAXED, OR HANDWRITTEN APPLICATIONS WILL NOT BE PROCESSED.**

Application Process: Submit completed student teaching application to:

Loyola University Chicago
School of Education
Melissa Fischer, Coordinator of Clinical Services
Lewis Towers- Room 1153
820 N. Michigan
Chicago, IL 60611

There is a Group interview meeting prior to student teaching. It will be held 2-3 weeks after the application deadline. This meeting is MANDATORY. You are responsible for checking your Loyola email account for the dates and times of these meetings. At these meetings, the student teaching handbook, procedures for site requests, and placements will be reviewed.

Deferment:

If you are unable to student teach you must submit a written request for deferment to Melissa Fischer at the above address.

Registering for Student Teaching:

You must register for student teaching. The following entries are the course titles by campus and degree level:

<u>COURSE TITLE</u>	<u>DEPT. COURSE #</u>
Student Teaching Undergraduate Elementary	CIEP MU5
Student Teaching Undergraduate Secondary	CIEP MU6
Student Teaching Undergraduate Special Education	CIEP MU1 & CIEP 340 Student Teaching Seminar
Student Teaching-Graduate Level	CIEP 562
Graduate Student Teaching & Practicum Special Education Profession	CIEP 563 & CIEP 512 Special Education: The

INSTRUCTION PAGE FOR STUDENT INFORMATION FORM

Please follow these directions on how to fill out your STUDENT INFORMATION FORM. The form is set up as a table with rows and columns for you to enter your information.

Plan to Student Teach

Please fill in the blank with FALL, SPRING, or SUMMER and the year you will be student teaching, i.e FALL 2008.

Please note that the SUMMER option is only for Special Education Graduate Students who are doing a practicum.

Name

Please fill out your name as it appears in locus. You may indicate a nickname after your first name in parentheses, i.e. Melissa (Missy) Fischer.

Address

Please include your permanent address as some decisions regarding placement may not be made prior to the end of the current semester. All communication will be through your permanent address.

Email Address

Include your Loyola email address. All students must have access to a Loyola email account. If you do not have access to a Loyola email account, you must rectify this prior to turning in your application.

Phone Numbers

Your local phone is your current phone. You may use your cell phone number.

Please include a permanent phone number.

Loyola ID Number

Your Loyola ID is the ID number on your photo ID. Please do not include social security numbers.

Program

For program, please list one of the following:

Undergraduate Elementary

Undergraduate Secondary (include major), i.e. Undergraduate Secondary, History

Undergraduate Special Education

Undergraduate Elementary Bilingual/Bicultural

M.Ed. Elementary

M.Ed. Secondary (include major), i.e. M.Ed. Secondary, English

M.Ed. Special Education

Endorsements

For endorsements, please include any additional endorsements, including bilingual, ESL, and middle grade endorsements for elementary majors.

Grade Preference

For Grade Preference, please list one of the following: (special education majors list one from each group)

Elementary: Primary (K-2); Intermediate (3-5); Middle (6-8)

Secondary: Middle (6-8); High School (9-12)

SAMPLE Student Information Form

STUDENT INFORMATION FORM

Plan to Student Teach: **Fall 2007**

Name: Melissa Fischer

Permanent Address: 2233 W. Sunshine Blvd.
Chicago, IL 60657

Email Address: Mfisch7@luc.edu

Local Phone: (312) 915-7402

Permanent Phone: (312) 432-1214

Loyola ID: 0000454455

Address During Student Teaching: 1134 Belmont Avenue
Chicago, IL 60657

Program: Undergraduate Elementary

Endorsements: ESL

Grade Preference: K-5

List college organizations, offices held, honors awarded and professional memberships:

List other activities/experiences that enhance your effectiveness as a teacher:

STUDENT INFORMATION FORM

Plan to Student Teach:

Name:

Permanent Address:

Email Address:

Local Phone:

Permanent Phone:

Loyola ID:

Address During Student Teaching:

Program:

Endorsements:

Grade Preference:

List college organizations, offices held, honors awarded and professional memberships:

List other activities/experiences that enhance your effectiveness as a teacher:

PERSONAL STATEMENT

What personal and professional qualities do you possess that will assist in your development as a future teacher? Consider how these qualities relate to the School of Education's Conceptual Framework: Professionalism in the Service of Social Justice.

Applicant's Signature: _____

SAMPLE RESUME

Name

Current Address

City, State, Zip

Area Code & Telephone Number

Email address

Objective

To obtain a student teaching assignment in (**specify area of specialty Elementary, Secondary-subject area, Special Education, Bilingual**)

Education

University Name

Degree, Date (Month, Year)

Clinical Experiences

School, City, Year.

- Two-three statements describing each clinical experience, including highlights and specifics of each experience.
- Reverse Chronological order (List most recent first)

Volunteer Services

Position, Agency, Month, Year.

- Two-three statements describing each clinical experience, including highlights and specifics of each experience.
- Reverse Chronological order (List most recent first)

Work Experiences

Month, Year-Month, Year: Relevant Position, Company, City. (List most recent first)

Computer Skills

List programs proficient in

- For example, Microsoft Office, Adobe Photoshop

UNDERGRADUATE COURSE ADVISEMENT SHEET

Student must have their advisor complete the course advisement sheet.

Student Name: _____

Advisor: _____

Elementary (Area of Concentration-18 hours)

- Semester hours completed prior to student teaching _____
- GPA: Cumulative _____
- GPA: Education Major _____
- Identify Area of Concentration for Middle School Endorsement _____
- Teacher Candidate eligible for Bilingual Approval Endorsement _____ Language _____
- Teacher Candidate eligible for ESL Approval Endorsement _____
- GPA: Area of Concentration _____

Bilingual/Bicultural Major with Elementary Certification

- Semester hours completed prior to student teaching _____
- GPA: Cumulative _____
- GPA: Education Major _____

Special Education

- Semester hours completed prior to student teaching _____
- GPA: Cumulative _____
- GPA: Education Major _____
- Identify Area of Concentration for Middle School Endorsement _____

Secondary (Major -32 hours)

- Identify Major _____
- Semester hours completed for Major prior to student teaching _____
- Second Teaching Field _____
- Semester hours completed for Second Teaching Field prior to student teaching _____
- GPA: Cumulative _____

- GPA: Education Major _____
- GPA: Content Area Major _____/ Second Teaching Field: _____
- Teacher Candidate eligible for Bilingual Approval Endorsement_____ Language_____
- Teacher Candidate eligible for ESL Approval Endorsement_____

The student will be prepared to student teach in _____ term upon successful completion of their required courses.

Advisor's Signature: _____ **Date:** _____

Student's Signature: _____ **Date:** _____

(I give permission to release transcripts to the placement site and if requested, a copy of my criminal background check.)

GRADUATE COURSE ADVISEMENT SHEET

Students- Only include the section that pertains to you. Please delete the other sections.

Student Name: _____

Advisor: _____

Elementary (Area of Concentration-18 hours)

- GPA: Undergraduate _____
- GPA: Graduate (if available) _____
- Identify Area of Concentration for Middle School Endorsement _____

Secondary (Major -32 hours)

- Identify Major _____
- Second Teaching Field _____
- GPA: Undergraduate _____
- GPA: Graduate (if available) _____

Special Education

- GPA: Undergraduate _____
- GPA: Graduate (if available) _____

The student will be prepared to student teach in _____ term upon successful completion of their required courses.

Student's Signature: _____ **Date:** _____

(I give permission to release transcripts to the placement site and if requested, a copy of my criminal background check.)

CHECKLIST OF APPLICATION PROCESS

Students- Please use this checklist to ensure you have completed each of the prerequisites for student teaching.

	Due Date	Date Completed
1. Passed Basic Skills Test	prior to student teaching(S.T.)	_____
2. Passed Content Test	prior to student teaching	_____
3. 3 copies of S.T. Application	Spring S.T.-March 1 st Fall S.T.-October 1 st	_____
4. Attend Interview Meeting	within 3-weeks after application deadline	_____
5. TB Test Results	Spring Student Teachers-September 20 th Fall Student Teachers-May 2 nd	_____
6. Background Check http://www.luc.edu/education/IL_Cert-Background.shtml	Prior to student teaching	_____
7. CPS Registration Packet	Spring Student Teachers-September 20 th Fall Student Teachers-May 2 nd	_____
8. Attend Pre-S.T. Meeting	semester prior to student teaching	_____

**All documents must be turned into Melissa Fischer, including the TB test results, background check, and CPS Registration Packet.