

STUDENT TEACHING APPLICATION

LOYOLA UNIVERSITY CHICAGO

School of Education

820 North Michigan

Chicago, IL 60611

Instructions for Completing the Application:

Deadlines: **Applications must be submitted a year in advance** of the semester you plan to student teach. The deadlines are: Fall, **OCTOBER 1st**; Spring, **MARCH 1st**.

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

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. A sample resume is included. You may use the sample template or create one of your own. Be sure to include experience relevant to teaching.)
- 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.** Keep original-submit 3 photocopies)
- Course Advisement Sheet (Meet with Advisor and have signed – Graduate students do NOT need an advisor signature)
- Transcripts- these can be unofficial transcripts – Graduate students should include their undergraduate transcripts

Prerequisites:

- All major coursework must be completed prior to Student Teaching.
- Passing score on the Test of Basic Skills.
- Passing score on Content Area Test **prior** to student teaching. Do not wait to sign up for the last test offered prior to your student teaching!! Allow yourself the time to take the test over if the need should arise.
- Advising meeting to assure course preparedness for student teaching.

Application Process:

- Submit completed student teaching application to: Loyola University Chicago; School of Education; Melissa Fischer, Coordinator of Student Teaching; Lewis Towers Room 1153; 820 N. Michigan; Chicago, IL 60611
- Group interviews will be held prior to student teaching placement. 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, placement, and site portfolio interview will be reviewed.

Deferment:

If you are unable to student teach you must submit a written request for deferment to: Loyola University Chicago, Melissa Fischer, School of Education Coordinator of Student Teaching; 820 N. Michigan; Chicago, IL 60611.

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 Elem Schl	CIEP MU5
Student Teaching Secondary	CIEP MU6
Student Teaching-Grad Level	CIEP 562
Grad Special Ed-Tchg	CIEP 563

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**)

Education

University Name

Degree, Date (Month, Year)

Clinical Experiences

School, City, Year. One sentence description of experience. (List most recent first)

Volunteer Services

Position, Agency, Month, Year-Month, Year. (List most recent first)

Work Experiences

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

Computer Skills

List programs proficient in

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: _____

UNDERGRADUATE COURSE ADVISEMENT SHEET

(Student must complete appropriate course advisement sheet and have it signed by their advisor.)

Student Name: _____

Advisor: _____

Elementary (Area of Concentration-18 hours)

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

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: Professional Core _____
- GPA: Content Area Major: _____ / Second Teaching Field: _____
- Content Specific Methods: _____

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 request transcripts in my name.)

GRADUATE COURSE ADVISEMENT SHEET

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) _____

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 request transcripts in my name.)