Student Teaching Introduction

Web Site:  http://www.nwmissouri.edu/dept/peu/studentteach/index.htm

Tuesday, January 29, all application packs should be uploaded to TK20.

- You must enroll in student teaching hours; check with advisor to enroll in right number of hours and correct section. K-12 (music, art, P.E., modern language) and Secondary education majors must enroll in 2 seminars. Elementary, Middle School, and Special Education must enroll in 1 seminar. These seminars are in addition to our student teaching hours. You are required to return to campus 2 times during student teaching if you are within 250 miles of campus.

- Check with advisor for a good placement.

- Your application must be approved by your advisor, the Registrar’s Office, the TESS Office, and the Director of Field Experience. If the registrar will not approve due to a GPA issue or you have not been admitted to the College of Education for some reason, your application will go on hold until you can verify GPA and/or admittance. *Your student teaching placement will be late, if a suitable placement can even be found. Your student teaching placement will then be extended beyond graduation to ensure 16 weeks of placement.* If at any stage, your application is not approved, you are responsible for follow-up.

- Our office will place! Iowa and some metropolitan areas are slow to place, so be patient.

- Email the student teaching account if:
  - You are an Early Childhood Education major who chooses to student teach in IA and want to be certified to teach Kindergarten, you *must* student teach in Kindergarten.
  - You are getting an endorsement or certification in another area such as K-9 Spanish.
  - You are a post baccalaureate student, enrolling in 8 hours of the Internship, if you prefer ½ days for the entire semester or full days for 10 weeks. *If you do not*, you will be given full days for 10 weeks. Check with your advisor as to which course number you should use to enroll. We will place you according to what you have checked on the application.

- Special Education majors must request to student teach at the level (elementary/secondary) that they did NOT complete a practicum in order to be certified. Elementary is considered K-6 and Secondary is considered 7-12 for MO. Other states may differ, so check with your advisor.

- **Out of Bound placements will be very limited.** Out of Bounds – Above I-80, West of Omaha, West of 75 highway in KS, South of 50 highway in MO. East of 65 highway in MO. – There is an additional fee from $350 to $1000 (depending on supervisor’s charge) to go outside these boundaries. This fee may exceed $1000 in other states or regions. It may become your responsibility to find a supervisor if you choose to go out of bounds, especially out-of-state. The Dept of Professional Ed office can help you determine this.
Criminal background checks (CBC) are only good for one year. All Northwest student teachers MUST complete a Missouri CBC regardless of what state you are student teaching. You must create a DESE profile following the instructions on the link on the student teaching site. If you do not do this, your results will not show up. We do NOT get a copy sent to us from DESE. Once you have been "cleared", you need to get a copy of this profile to the department of professional education office stating that you have been cleared. When signing up to do your fingerprinting you will need a 4-digit registration code; Northwest's registration code is 2310. Turnaround time is approximately two weeks.

http://www.nwmissouri.edu/dept/peu/studentteach/backgroundcheck.htm

All undergraduate students must return to campus 2 times per semester.
- Check student teaching website for seminar dates. You are not required to attend if your location exceeds 250 mi., but you MUST make arrangements with the course instructor for seminar days.
- Be sure to check the Important Dates on the Student Teaching web site for updates.
  (http://www.nwmissouri.edu/dept/peu/studentteach/dates.htm)


**Mandatory meeting** April 26 to outline requirements while student teaching.

Make arrangements to visit your school upon placement. Report when asked. Aug. 26 is the date we include on your placement forms to coincide with Northwest dates, but this date is subject to change to the date of your placement school’s start date. If this is the case your end date will also change, adjust accordingly.
- Your university supervisor, cooperating teachers, and building administrators can work to adjust your placement dates if you begin earlier.

Talk to your school about attending PD days, as this is extremely beneficial to your development; however these days do not count toward your student teaching time.

Check campus e-mail at least 2 times per week!

Student teaching contact: steach@nwmissouri.edu or jjewett@nwmissouri.edu. Cooperating payroll sheets can be scanned to the steach email address.
- Phone number: 660- 562-1231
- Fax number: 660-562-0818
- Address:  Deptartment of  Professional Education  
  800 University Drive, 200 Brown Hall  
  Northwest Missouri State University  
  Maryville, MO 64468