

General Application Instructions

PLEASE READ THESE INSTRUCTIONS COMPLETELY BEFORE YOU BEGIN FILLING IN THE FORMS. MOST QUESTIONS WILL BE ANSWERED IF YOU READ EVERYTHING FIRST.

- You **MUST** complete your application by computer. **Handwritten applications will be rejected**; but the other forms in this packet may be handwritten or typed. All forms are available on the website **ONLY**. Please see specific instructions for accessing the computerized student teaching application. **Make sure you save everything to an e-file!**
- Further questions should be directed to Ann Neal, EHS Building Rm #421. You may contact her at 989-774-4411 or by email at: neallal@cmich.edu. She will answer your questions as soon as possible.
- All forms must be turned in to Ann Neal or a designated student assistant. Your paperwork will be checked to make sure all parts are complete. If anything is incomplete, your application will not be accepted. **No applications will be accepted after the deadline** which is indicated on the “Important Dates” link on the website. Applications will be accepted in the EHS building, EHS 413, unless otherwise specified, as follows:

September 8-10, 2009 between 8:30 am and 4:30 pm Tuesday and Wednesday and until 12:00 noon on Thursday

January 26-28, 2010 between 8:30 am and 4:30 pm Tuesday and Wednesday and until 12:00 noon on Thursday

When you have completed all of the forms, you will need to photocopy your finished application. **It is highly recommended that you also make a set for your records.** You will need to turn in the following:

- ✓ Five (5) copies of your double-sided application. **The application must be copied front to back. (Please refer to the sample application to see how your application should be copied.)**
- ✓ Two copies of the “Special Considerations” sheet with the three paragraphs explaining your understanding of the CLEAR framework copied on the back.
- ✓ One copy of transcripts for any classes that are accepted as transfer credits for education classes, **except for 107.**
- ✓ One copy of the Legal Statement Form.
- ✓ One copy of the Understanding of Policies.
- ✓ Two copies of the application for International Student Teaching, if applicable.

A CHECKLIST IS PROVIDED TO ASSIST YOU IN PREPARING YOUR APPLICATION FOR SUBMISSION.

The following should be turned in to EACH department for which you have declared a major and minor:

- ◆ A copy of the “Worksheet for Departmental Approval for Student Teaching” (on white paper).
- ◆ Unofficial copy of your CMU transcript or personalized printout from the portal, and
- ◆ A copy of your signed major or minor authorization with each worksheet.
- ◆ If you are a transfer student, you will also need to attach transfer transcripts. Please contact the individual departments with questions concerning transfer grades and how to calculate your GPA if you have transfer courses.