

UNDERSTANDING OF POLICIES

1. I understand that it is my responsibility to have read all of the requirements for student teaching as described in the following:
 - ❖ the **Bulletin** under which my majors and/or minors are signed, specifically “Standards Leading to Teacher Certification,”
 - ❖ the **Student Teaching Handbook**, available at the CMU University Center Bookstore, and
 - ❖ the **TEACHER EDUCATION STUDENT HANDBOOK**, available on line at www.ehs.cmich.edu/css .
2. I have read and will adhere to the guidelines in the materials mentioned above and those in the student teacher application packet; specifically those stated on the reverse side of this document.
3. I understand that I must have departmental approval in all teachable major(s) and minor(s) in order to be eligible to begin student teaching, whether or not I plan to student teach in each of my major(s) and minor(s).
4. I understand that if I withdraw my Student Teaching Application, it is my responsibility to provide TEPD/ Student Teaching in EHS 421 with a written, dated notification of this withdrawal and to notify, in person or by telephone, my assigned university coordinator. To be considered as an applicant in a subsequent semester, I must reapply before the deadline. I understand that TEPD/Student Teaching does not keep inactive applications from one semester to the next, nor does the student teaching office reactivate inactive applications.
5. I understand that all placements are tentative even after student teaching has begun. Extenuating circumstances might make changes necessary. **I will accept any changes in a professional manner.**
6. I understand that it is my responsibility to obtain copies of my final evaluation(s) from my university coordinator. I understand student teaching keeps one copy of my final evaluation.
7. I understand that I will not be placed in any high schools where I was a student or where family members are students or staff members. If I am inadvertently placed in such a school, I will alert my university coordinator immediately.
8. I understand I must have successfully completed a midtier field experience to be eligible to student teach.
9. I understand that in order to secure a high quality, best practice student teaching placement, ***I may not be placed in my first choice of student teaching center.***
10. I understand I will be held accountable for my individual conduct as described in the CMU and TEPD Student Code of Conduct.
11. I understand that as a student teacher, I am not insured under CMU health/medical or accident insurance policies. I am responsible for my own health and/or medical expenses if I should get injured during my student teaching placement.
12. I understand that the International student teaching experiences through TEPD operate under a "no refund" policy. Fees paid by candidates are used to pre-pay costs for on-site supervision, housing, group excursions, and fees charged by local schools. Since all of these fees are pre-paid at the beginning of the international student teaching experience, no refunds will be available in the event a candidate returns, or is sent home.
13. I understand that CMU requires completion of an ICHAT background check prior to student teaching and that I am responsible for all costs incurred. I also understand that my host district may require a digitized background check and that I am also responsible for that cost.
14. I understand that I am under obligation to report any changes in my legal status to the Center for Student Services as soon as my status changes. **Effective February 1, 2009 the Michigan Department of Education (MDE) is mandating that court records for students with a criminal conviction(s) will be forwarded to the MDE for evaluation prior to the issuance of a teaching certificate.**

Date _____

Signature of Student _____

Student ID # _____

Semester to Student Teach _____

PREREQUISITES
IN ORDER TO STUDENT TEACH,
YOU MUST MEET THE FOLLOWING CRITERIA

- ✓ ADMISSION INTO THE TEACHER EDUCATION PROGRAM, OVERALL GPA OF 2.70 OR HIGHER, COMPLETION OF STUDENT TEACHING APPLICATION AND PARTICIPATION IN A STUDENT TEACHING INTERVIEW WITH A UNIVERSITY COORDINATOR.
- ✓ MAJOR/MINOR GPA OF 2.70 **AND** DEPARTMENT APPROVAL FOR **ALL** TEACHABLE MAJOR(S) AND MINOR(S) REGARDLESS OF YOUR STUDENT TEACHING ASSIGNMENT.
- ✓ COMPLETION OF 75% OF COURSEWORK IN ALL MAJOR(S) AND MINOR(S). SECONDARY STUDENTS MUST HAVE COMPLETED THEIR METHODS COURSE(S).
- ✓ SUCCESSFUL COMPLETION OF A MIDTIER EXPERIENCE.
- ✓ C+ OR HIGHER IN ALL PROFESSIONAL EDUCATION AND DEPARTMENTAL METHODS COURSES (including substitutions).

You must take the following courses prior to student teaching:

Elementary students must take and complete the following courses w/ a C+ or better:

EDU 107, 280, 290, 320, 330, 343, 345, 361, 431, 493 and 495

Secondary students must take and complete the following courses w/a C+ or better:

EDU 107, 290, 310, 325, 450 and 495

If you substitute HEV100 or PSY 220 for EDU/MLE 280, you must also have a C+ or better in the substituted course to be eligible to student teach.

Students following the 06/07 bulletin must complete SPE 504 w/C+ or better. Music majors following the 07/08 bulletin must complete SPE 504 w/C+ or better. This includes both elementary and secondary students. There are no exceptions to this requirement.

INCOMPLETES ARE NOT ACCEPTABLE IN ANY EDUCATION COURSES AND WILL PREVENT YOU FROM BEING APPROVED TO STUDENT TEACH!!