

# SPECIFIC INSTRUCTIONS FOR COMPLETING THE APPLICATION FORMS

## STUDENT TEACHING APPLICATION

- **Center Requests:** Centers are: Bay (Bay), Mid-Michigan (MM), Southeast (SE), Genesee (Genesee), Capitol (Capitol), Lake (Lake) and Northwest (NW). It is recommended that you indicate your first, second and third requests using the abbreviations in parentheses on the lines provided. If you do not indicate a second or third request, and your first request is unavailable, **an alternative center will be chosen for you.** For this reason, we recommend that you indicate three (3) different requests.
- **Your name, address and phone:** Please use full first name (no initials such as BJ). Include apartment or lot numbers, city, state and zip in your local address and home address. We must be able to contact you at all times of the academic year. Even if you are to be married soon, fill in this form using your present name. If you change your name, or contact information after submitting your papers to the student teaching office, it is your responsibility to notify them of the change as quickly as possible because the Registrar's office does not do this.
- **Grade Point Average:** Enter your current cumulative GPA. Do not round off this number.
- **Certification:** Check all that apply.
- **Answering Questions:** Give concise answers and use only the space allotted on the form. Be careful to check for proper grammar and punctuation – your application will be sent to principals, superintendents and other school personnel throughout the placement process. **You should treat the student teaching application as you would a job application.**
- **Course Information:** List courses in your major(s), minor(s) and your professional education classes. This list will include courses you have already completed and those you will complete before student teaching. For courses currently enrolled in, you will list **F09** under the grade column. **Do not list the two student teaching courses (EDU 432 and EDU 458).** Any combination of majors and minors can be accommodated on the appropriate section of the first page.
  - **List courses by name, not designator:** (Example: Fresh Comp 101 -- NOT ENG 101). Abbreviate and don't forget to include the number of the course. **Forms completed incorrectly will NOT be accepted and will need to be REDONE.** (See sample application.)
  - **Professional Education:** List all professional education courses that you have taken (refer to the prerequisite sheet for a list). List these by the course names and numbers, not just by the numerical designators. Indicate when you will take those courses not yet completed. Be sure to list substitutions in this column for professional education classes. (example: HEV 100 for ELE 280)
  - **Dual Credit:** If a class counts as professional education credit and also counts toward fulfilling the requirements for a major and/or minor, please list the class **each place** where it counts as credit.
- **Emergency Information:** List the name of a next-of-kin or responsible person to be notified in the event of an illness or accident during your student teaching experience.
- **Permission and signature:** Please sign your name on all copies of your application giving your permission to CMU to release the application information.
- **Transfer students:** If you took a course at another college or university and the course transferred to CMU as a CMU course, please list the **CMU course title** for the transferred course. Consult your Transfer Evaluation form from Academic Services for the course name. If, however, the course transferred to CMU as an unspecified course, you should list the course title from the other school. **Transcripts need to be turned in only for those courses for which you received credit for your major, minor, or professional education course requirements. Refer to the application sample for transfer examples!**
- **Repeat of a class:** If you repeated a class to improve your grade, list the class only **ONCE** on your student teaching application with the last grade earned, as that is the grade of record.
- **Withdrawal from a class:** Do **NOT** list classes from which you have withdrawn.
- **Endorsement Only Students:** If you already have teacher certification, on the application form you only need to complete the section that applies to your endorsement. For example, if you are certified ELE, and are seeking special education endorsement, you should enter the courses required by Counseling and Special Education under the "major" section. You will complete only one Worksheet for Departmental Approval, which will be turned into the special education department. Under the section for "certification" you will only check the endorsement box.

- **Numbers for grades:** If you received “number grades” at another institution rather than “letter grades,” list the numbers unless the numbers transpose to letter grades. See the Undergraduate Bulletin for an equivalency chart.
- **More space:** You will have enough space to enter all the necessary information and still have it easily readable. Do not add another page or continue the information onto the back of the course sheet and please **do not** double space between entries!

## **WORKSHEETS FOR DEPARTMENTAL APPROVAL FOR STUDENT TEACHING**

These forms **MUST** be completed on the computer and the classes must be listed in designator number order. Complete a copy of this form for **each of your teachable majors and/or minors** even if you do not plan on student teaching in them. You must attach a personalized print out from the CMU Portal with your classes printed out in designator order to each worksheet along with a copy of your signed major or minor authorization form to the appropriate worksheets. If you have transferred courses from another educational institution as part of your major(s), minor(s) and/or professional education courses, you must also attach a transcript from that university and a copy of your transfer evaluation form. **Please check with the appropriate department with questions concerning transfer credits and GPA calculation or check “Department Requirements for Worksheets” form in the course pack download section.** These forms must be turned in to each appropriate department **by the application deadline date.**

### **LEGAL STATEMENT**

This form will be reviewed and then kept in your file in the EHS-CSS Office, EHS 421. If you answered yes to any of the questions, **please submit a short explanation** of the charge, any fees, probation period and the date the sentence was cleared. If questions should arise based on your answers, student teaching will contact you. . **Effective February 1, 2009 the Michigan Department of Education (MDE) is mandating that court records for students with a criminal conviction(s) to be forwarded to the MDE for evaluation prior to the issuance of a teaching certificate.**

### **UNDERSTANDING OF POLICIES**

It is your responsibility to understand the policies described on this page. Signing this form indicates your understanding of those policies.