

INSTRUCTIONS FOR WEBPAGE

STUDENT TEACHING APPLICATION

General

- Download the Student Teaching Application form and save it to an e-file. The application form is in Microsoft Word format. If you do not have access to Microsoft Word on your personal computer, Woldt Computer Lab and the Business Lab in Grawn have IBM compatible computers you can use. The computers are available during their regularly scheduled hours.
- You will use the TAB key to advance through the document. Control-TAB will back up one field at a time. The fields will expand to fit the amount of text being entered.
- In areas where boxes need to be checked, you need to double-click. This will bring up a dialog box and you need to click on “checked” in the default value. If you need to remove the check, double-click again and click on “not checked”.
- Major/Minor/Professional Ed hours Section: You can enter up to 35 lines of text in this section.
- Start with the first column for your major/minor and enter all of your classes. After you have entered all of your classes, tab to go to the “number” column and enter the corresponding course numbers, then tab on to the “grade” column and enter the corresponding grades. Be sure to hit “enter” after each entry and not tab.
- The areas of the application that require essay-type answers expand as you type. Make sure that you only use one page for your answers. **Do not type onto a second page!** Please refer to the sample to see how the page should look when completed.
- The “Special Considerations” page and the “CLEAR” essay page of the application should be completed in the same manner as the essay questions. Do not type onto a second page and again, refer to the sample.
- When completed, the application should be two pages back-to-back. **Applications longer than two pages, copied back-to-back, will not be accepted.**
- If you have any problems at all, please stop by and see Ann Neal in EHS 421. You may also call her at 774-4411 or email her at neallal@cmich.edu
- The process is really not that bad if you are organized! Make sure you print out a blank copy of the application and use that for a practice sheet. Write down all of your information on the practice application and then type that information onto the application form that you have saved to an e-file. Make sure you have copies of your transcripts readily available or a printout from the new portal system. This will make listing your courses on the application much easier!! Always refer to the sample application if you have questions as to how your application should look when completed.

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