

Application to Student Teach

- Students will apply on-line (<https://svsu.tk20.com>) to student teach.
 - Fall application period is November one year in advance.
 - Winter application period is March one year in advance.
 - This is the only time the Database is open. Closes at 11:55 p.m.

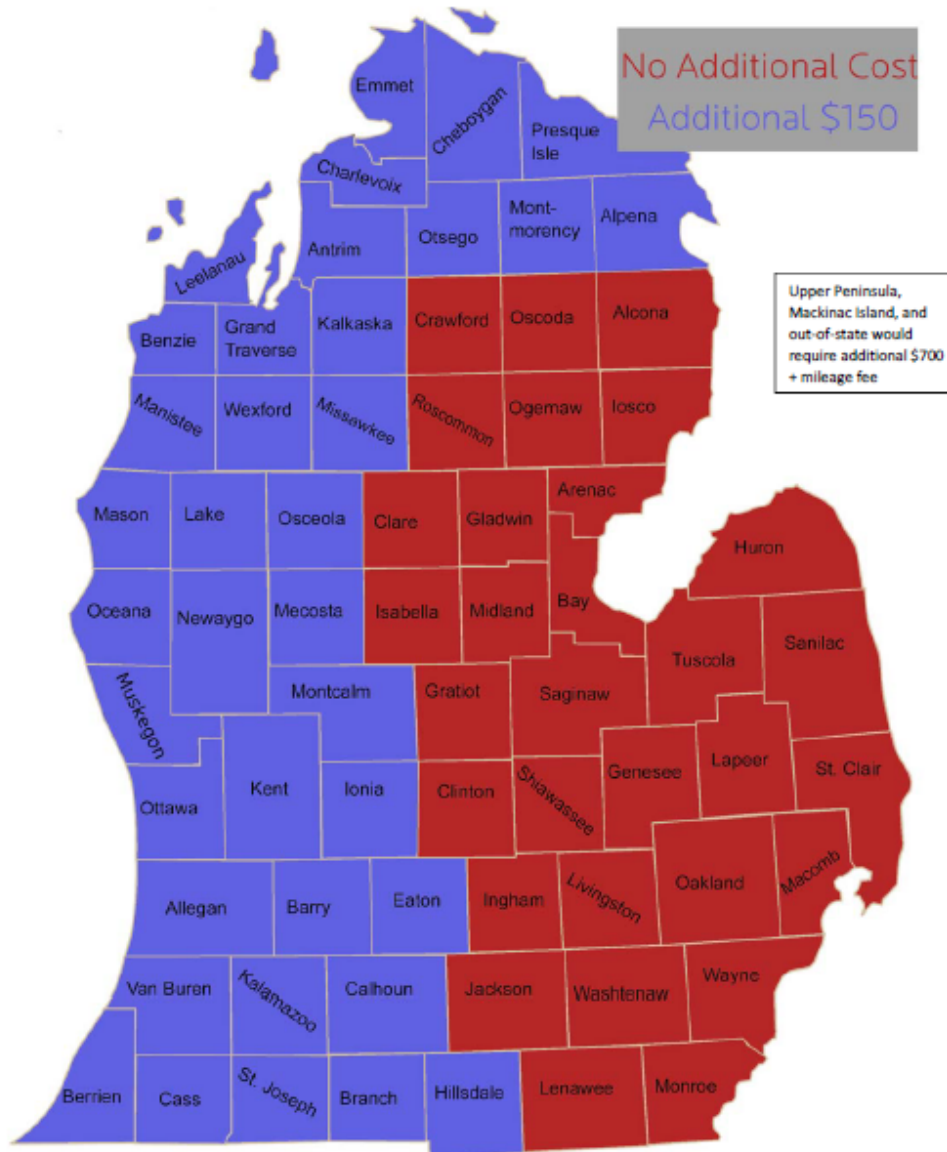
Before you Student Teach:

- At the time of registration, apply for graduation through the Registrar's Office.
- Periodically visit an education advisor
- Perform an informal audit through Cardinal Direct
- Complete all methods classes as well as major and minor classes
- Take the MTTC subject area test(s). Questions-Contact Brian Bond, Certification Officer at clinicalexp@svsu.edu

To Do List

- Apply for a Daily Substitute Permit, with the company that oversees your district's substitute teaching needs. (Approximately \$50) The company will have you complete a background check which includes FBI fingerprinting (Approximately \$70).
- Obtain Educator Liability Insurance, through either your local insurance agent, or through the Aspiring Educators of Michigan. Insurance through Aspiring Educators will be approximately \$30.
- If you are going to student teach in an Out of Coverage Area, the fee due to Dean's Office. (Approximately \$150 or \$700 (Student Teaching on Mackinac Island, out of state, or anywhere in the Upper Peninsula)).

**SAGINAW VALLEY STATE UNIVERSITY
 STUDENT TEACHING/ACR COUNTY COVERAGE MAP**



Additional Cost Totals

- Daily Sub Permit=\$50
- Fingerprinting=\$70
- MTTC Subject Test=\$129/each
- Out of Coverage Area=\$150 or \$700
- Liability Insurance=\$30

Additional Information

- Classes may NOT be taken during student teaching.
- Information regarding the Student Teaching Orientation will be sent to your SVSU e-mail from the clinicalexp@svsu.edu address.
- All communications (placement information, orientation information, etc.) will be made through your SVSU e-mail.

Additional Information

- Student Teaching Orientation- Attendance and professional attire are required. Special Education Student Teachers will meet virtually that afternoon. Look for an information e-mail.
- Proof of Substitute Teaching Permit due to Mary Mudd (coeplacement@svsu.edu). Failure to do so could result in your placement being suspended.
- Proof of Liability Insurance due to Carl Sztuczko (csztuczko@svsu.edu). Failure to do so could result in your placement being suspended.
- Out of Coverage Area Fee due to Dean's Office.

Placement Process

- Click on “Save” during the application process and when the application is completed
- Watch e-mail for feedback on application.
- Beginning April for Fall and September/October for Winter, watch for placement e-mail or questions about your placement.
- Contact school within 10 days of receiving placement.
- Interview with principal and cooperating teacher.
 - Dress professionally
 - Ask questions
 - Start date
 - Subject(s) to be taught
 - School day
- E-mail Clinical Experiences Office.

Additional Requirements

- Current CPR & First Aid Certification is required by the State of Michigan when applying for your initial teaching certificate. Students must have completed an in-person or hybrid First Aid and Adult & Child CPR Aid course before they can be certified. A complete list of First Aid and CPR cards the Michigan Department of Education accepts can be found at the address found on the bottom of the handout.

Application Preview

- Your application will be distributed to administrators and teachers for the purpose of securing a student teaching placement.
- All placements are arranged through the Office of Clinical Experiences.
- SVSU Students are never to arrange their own placements.

- Go to <https://svsu.tk20.com>

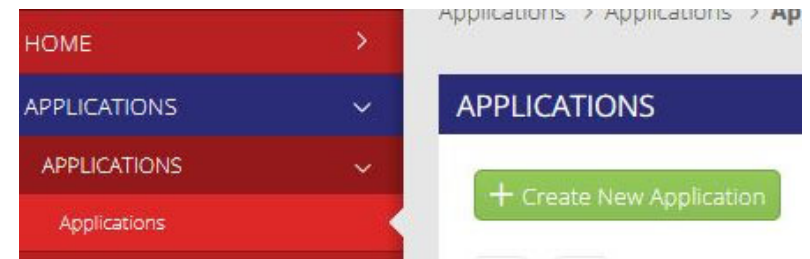
A screenshot of the Tk20 login page. The page has a light gray background. In the top right corner, there is a white box containing the login form. The form has two input fields: the first is labeled 'Username' and has a red icon of a person; the second is labeled 'Password' and has a red icon of a padlock. Below the input fields is a green button with the text 'LOG INTO YOUR ACCOUNT' and a right-pointing arrow. At the bottom of the white box, there is a small blue text disclaimer: 'By using Tk20 services and/or posting content to Tk20, I agree that: I am solely responsible for my actions and for all content posted to my account. All content I post to Tk20 and all of my usage of Tk20's services will comply with SVSU's Acceptable Use Policy. All content I post to Tk20 and all of my usage of Tk20's services will similarly comply with SVSU's other policies and'.

- Log in using your SVSU user name and password

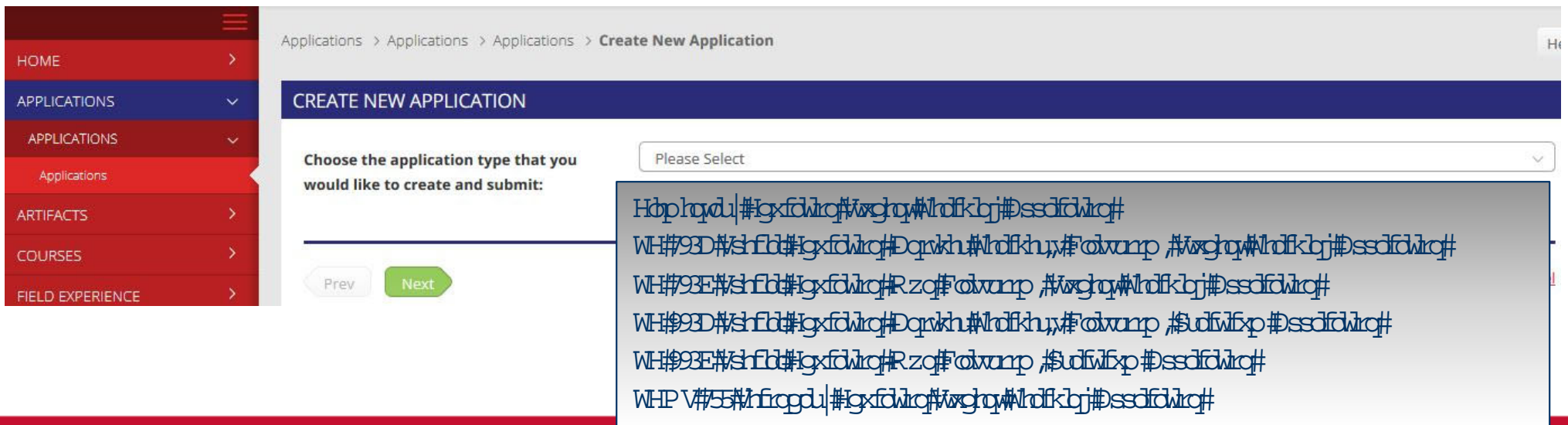
Click on APPLICATIONS in the left column



Click on +Create New Application



Click on the down arrow to view all available applications. Select the appropriate application by clicking on the name.



Submit

Save

Close

- You will want to click “Save” throughout the application & when completed with the application
- Your application will be reviewed and if there are any changes necessary, you will receive an email. **DO NOT CLICK ON “SUBMIT”**

General Information

- Select the semester you plan to student teach
- Be sure to read each question carefully
- Select both a first and second county choice
- [Sample page](#)

Autobiography

- Use a word processing program
- One page maximum, 40 lines including space between paragraphs
- 1 1/4" margins and 11 pt. Arial font
- Format is narrative
 - Weave topics into 3 or 4 paragraphs
- Double space using hard returns between paragraphs only
- Avoid using asterisks, dashes, accent marks, and bullets
- Free of spelling errors or grammatical mistakes

Autobiography Contents

- Experience with children in schools and/or community settings
- Work experiences, especially those in which you worked with people
- College and/or community service activities
- Talents and skills, hobbies and/or recreational activities, travel
- Awards, published materials, letters of commendation received
- Philosophy of education; why do you want to teach?

Education

- List specific schools including
 - Years attended
 - Year graduated
- Most recent first
- Include colleges, high school, junior high/middle school, and elementary school

Academics

- List all courses taken
- Organize list in categories (i.e.; major, minors, professional studies, general education)
- Include all classes that will be completed prior to student teaching
- Do NOT include course numbers or grades, just course titles

Important Reminders

- Everything should be free of spelling errors and grammatical mistakes
- SVSU Students are never to arrange their own placements.
- Samples

- **MINORS** – 30 hours of field experience are needed. Request to complete these hours in your Secondary methods courses. You will complete a log documenting the completion of these hours.

SVSU College of Education Endorsement 30 or 50 Hour Contact Log
50 hours for the K-12 endorsements at each level (i.e., Music Education, Physical Education, Visual Arts, World Languages) and 30 hours for additional content endorsement(s) at the same level

Name: _____ SVSU ID#: _____ Content Area: _____

Date	Elementary (grade)	Middle (grade)	High School (grade)	#Hours	School/Agency & District	Host Teacher Printed Name & Signature
Example: 11/1/20		7		3	ABC Middle School, XYZ School District	Sam Teacher <i>Sam Teacher</i>

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Questions

- Contact Clinical Experiences
 - E-mail: clinicalexp@svsu.edu
 - Give detailed description of problem or question
 - Call: (989) 964-7109
- Stop by the Office of Clinical Experiences in GN 298.