

Application Preview

***Examples can be found at:**

<http://www.svsu.edu/collegeofeducation/officeservices/clinicalexperiences>

***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.**

General

- ✓ Check opening screen for accuracy
- ✓ All explanations should be complete and specific
- ✓ Save changes at bottom of each page

Autobiography

- ✓ Use a word processing program (MS Word)
- ✓ 1 page maximum, 11 point Arial font
- ✓ 41 lines total including space between paragraphs
- ✓ Format is narrative
- ✓ Weave topics into 3 or 4 paragraphs
- ✓ Single space between lines
- ✓ Double space, using hard returns, between paragraphs
- ✓ No bullets or indents

Please include the following in a narrative format:

- ✓ Your experience with children in school and/or community settings
- ✓ Your work experiences-especially those in which you worked with people
- ✓ Your college and/or community service activities
- ✓ Your special talents and skills- hobbies and/or recreational activities- travel
- ✓ Awards, published materials, letters of recommendation received
- ✓ Philosophy of education- why do you want to teach?

*It is critical that your autobiography be free of spelling errors and grammatical mistakes.

Education

- ✓ List specific school, including years attended, year graduated
- ✓ List most recent first
- ✓ Include colleges, high school, junior high/middle school, elementary

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

Information Sheet for Applying to Student Teach (Fall 2013)

1. Students will **apply on-line** (<http://clinicalexp.svsu.edu>) to student teach.
 - Fall application period is November of the year before.
 - Winter application period is March of the year before
 - These are the only times the database is open.

2. Students will need to **REGISTER** (April) at the appropriate time and for the appropriate student teaching and seminar classes on Cardinal Direct.
 - TEMS 422 Secondary Student Teaching (10cr) +
 - TEMS 412 Seminar (2cr) +
 - K-12 certification is included

3. At the time of registration, students will **APPLY for GRADUATION** through the registrar's office.

4. Every student should request an **informal audit before student teaching** to verify that all course work was completed. An audit can be requested by sending an e-mail to coeconnect@svsu.edu. Audits will only be released to an SVSU e-mail account.

5. All methods classes as well as major and minor classes should be completed before student teaching.

6. We recommend that the MTTC subject area test(s) be taken before student teaching. Check with the Office of Admissions & Certification if you have any questions on which MTTC test to take.

7. A background check including FBI fingerprinting must be completed before student teaching. Details will be sent to your SVSU e-mail.

8. **Classes** may not be taken during student teaching.

9. **STUDENT TEACHING ORIENTATION** for Fall 2013 is Monday, August 19, 2013 on the main SVSU campus. (Professional attire is required.)

10. All communications (placement information, etc.) will be sent to your SVSU e-mail.

11. CPR- First Aid Training is required by the State of Michigan before certification. Students must have completed a 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 http://www.michigan.gov/mde/0,1607,7-140-6530_5683_14795-118868--,00.html

12. You are to join student MEA/NEA. Dues are \$27.00. The membership is from September 1 through August 31 of any year. This membership provides you with substantial liability insurance. (<http://www.mea.org/smea>). Proof of membership will be collected at orientation.

**Notify the Office of Clinical Experiences if there are changes on the application such as semester, name change, address, contact information, county, major/minor, endorsements added.

Clinical Experiences

Phone: 989-964-7109 or 800-968-2540

E-mail: clinicaexp@svsu.edu