

# COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT



Center for Teacher Quality  
Joseph H. Jackson Building; Room 103  
P. O. Box 17124, Jackson, MS 39217  
Telephone: (601) 979-2335 Fax: (601) 979-1493



## Application for Student Teaching

### Your application/portfolio for admission to student teaching serves a number of purposes:

- To evaluate your readiness for student teaching
- An opportunity for you to reflect and consider your growth as an emerging educator as well as your personal and professional goals for student teaching
- To ensure that you fulfill state and national standards for licensure

### You are eligible for student teaching when you have:

- Been admitted into Teacher Education
- Completed all general education courses
- Completed all major department courses
- Completed 114 semester hours (this may differ for music majors)
- Completed the professional education sequence
- Have a minimum cumulative grade point average of **2.75**
- Met the state's minimum required scores on PRAXIS CASE and PRAXIS II (Principles of Learning and Teaching & Specialty Area Test) (*Effective July 1, 2016 Foundations of Reading Test required for Elementary Education licensure, 229 passing score*)
- Passed the English Proficiency Examination
- Have a grade of "C" or better in all professional courses
- *Apply for Teacher Intern License Code 101-One Year License (See the Director of Teacher Education to apply)*

### In completing your application/portfolio, you will need to build upon your admission to Teacher Education application/portfolio by meeting the following requirements:

- Completed **application and survey** must be submitted the semester *preceding* the semester you plan to student teach
- The deadline for fall student teaching is May **I** and the deadline for spring student teaching is **November I**. Incomplete and/or late applications will **not** be accepted.
- Applications and supporting documents must be typed according to APA guidelines.
- Applications must be accompanied by supporting documentation, which includes:
  - Official Praxis II Scores
  - A current unofficial transcript indicating enrollment/past enrollment in EDCI 401 and completion of core courses (said courses must be highlighted)
  - A completed curriculum sheet signed by your advisor and department chair
  - Verification of teaching liability insurance (MAE)
  - View the MS Code of Ethics and Standards of Conduct Video on the Center for Teacher Quality website and sign the oath agreement attached.
  - Initiate background check through Certifiedbackground.com. Because background checks are only valid for one year, student should not complete a request until the semester they plan to student teach. Please see the attached document for instructions.
  - Evidence of substitution of courses (approved of by the appropriate administrators in a letter or on a standard university course substitution form)

### Policies and Procedures

- Student teaching is a full-time commitment and candidates are discouraged from taking other classes and/or being employed during the experience.

- Students will not be registered for EDCI 402 (Seminar in Student Teaching) until all criteria are met and the application has been approved by the Director of Teacher Education.
- All matters of transportation and housing while in the field are the responsibility of the candidate and not the Center for Teacher Quality.
- Each applicant will be notified of placements during student teaching seminar which begins the first day of classes. **Students are absolutely *prohibited* from contacting or visiting schools or teachers relative to arrangements of student teaching assignments.**
- The Center for Teacher Quality is responsible for evaluating all teacher candidates at the end of the semester in which application is filed.
- Students holding teacher assistant positions must indicate employment location on the application as the first preference if they opt to maintain employment during the experience.
- If a candidate has filed this application for a given semester and for any reason fails to meet clearance requirements for the particular semester, it is his/her responsibility to update the application the following semester.
- Candidates who need in excess of 21 semester hours to fulfill graduation requirements will not be approved for student teaching. A candidate who has a cumulative grade point average of 3.0 or above and needs 9 semester hours, in addition to student teaching, may enroll for 6 semester hours of course work while student teaching. Candidates with a cumulative grade point average of less than 3.0 will be limited to one 3-4 semester hours course while in the field. Any candidate will be allowed to take up to 6 semester hours required for graduation after completing student teaching. The nine additional semester credits will consist of a maximum of one required course in a discipline (if approved by the department) and two elective courses. Candidates who have not met the requirements for all courses listed as teacher education will not be admitted to student teaching.
- Candidates will **ONLY** be assigned to schools within 60 mile round-trip of the campus (unless approval is granted by the department chair and Director of Teacher Education). In such cases, the department chair must identify a university supervisor in his/her area who will consent to travel outside the mile limit for observation and supervision of the student at least four times during the semester. The criteria for placements outside 60 mile (RT) and outside of the State of Mississippi are to:
  - (a) document special circumstances/hardships and/or present a special placement request from a school located in a high needs area; (b) make a written request at least one semester prior to placement, or as soon as the extenuating circumstance develops; (c) sign a written agreement provided by the Center for Teacher Quality establishing understanding and acceptance of the conditions for placement; (d) be placed in an upper and lower level experience within the designated school district for a minimum period of six weeks each; (e) attend all university based seminars and activities scheduled for student teachers and (f) reimburse mileage expense related to transportation to and from the school site (four visit are required).

The college reserves the right to accept and/or reject all placement requests on a case by case basis.



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## APPLICATION FOR STUDENT TEACHING

**Deadline: Fall Semester – May 1 -- Spring Semester – November 1**

<b>Check one</b>	<b>First Name</b>	<b>Middle Initial</b>	<b>Last Name</b>	<p align="center"><b>Must (Attach Photo)</b>  <b>Passport photo may be use.</b></p>
Ms. <input type="checkbox"/>				
Mrs. <input type="checkbox"/>				
Mr. <input type="checkbox"/>				
<b>Social Security #</b>	<b>J-Number</b>	<b>Date of Birth</b>		
<b>Email Address</b>			<b>Home Phone:</b> <b>Cellular Phone:</b>	
<b>Permanent Address:</b> Street/P. O. Box : City: State: Zip:		<b>Local Address:</b> Street/P.O. Box: City: State: Zip:		<p align="center"><b>MAE STUDENT MEMBERSHIP</b>          (Teaching Liability Insurance) receipt must be attached.  <a href="http://www.maetoday.net">www.maetoday.net</a>  <a href="http://a.org/">a.org/</a>  <b>Date of membership:</b></p>
<b>Race/Ethnic Origin:</b> <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian <input type="checkbox"/> Other				
<b>Semester Applying for Student Teaching:</b> <input type="checkbox"/> Fall: YR <input type="checkbox"/> Spring: YR				
<b>Cumulative GPA:</b> <b>Praxis CASE (Core) Scores:</b> Reading: Writing: Math: <b>Praxis II Scores:</b> <b>Specialty Area:</b> <b>Principles of Learning:</b> <b>Reading:</b> <b>Have you been admitted to Teacher Education?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Enter semester:</b>				
<b>Major: (Elementary &amp; Music Ed specify K3/K6/Vocal/ Instrumental)</b>		<b>Minor or Concentrations (Elem. Ed. K-6 must list two areas of ):</b>  1. 2.		

## EDUCATIONAL HISTORY

**Please list the high school from which you were graduated and other colleges or universities attended to date (indicate degrees and/or diplomas)**

Name of Institution	Location	Dates Attended	Diplomas/Degree

## PERSONAL EXPERIENCES

1. List talent, skills, and/or recreational interests which may be assets in your student teaching experiences.

2. Have you had any experiences in working with children other than in university professional courses? Yes ☐ No ☐ If yes, explain:

3. List any special recognitions you received, such as honors, prizes or scholarships:

## INTERNSHIP SITE SELECTION

Please list three (3) choices, # 1 being the most preferred, of where you would like to student teach. Your choices must include at least two different counties. (Two counties could be the same, but the third must be different. You must also indicate at least one elementary, middle and high school based on your projected certification. It is our goal to fulfill all NCATE requirements in regards to student teaching and to support initiatives in collaboration with the Jackson Community.

Mississippi Learning Institute (MLI) - Jim Hill High (9-12), Blackburn Middle (6-8), George Elem. (K-5) Isabel Elem. (K-5) is a Jackson Public School collaboration.

**Teacher Aids: (Substitute teaching is not allowed)**

School District/School		
Principal Name		Telephone#
Teacher name		Grade Level:

**Placements outside of sixty mile (Round-Trip) must be approved by your Department Chair/University Supervisor. Students are required to reimburse the university for all mileage expenses at the current rate set by the state.**

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

School District:	School:
Approval: Dept. Chair	Signature:
Approval: University Supervisor	Signature:

	COUNTY	CITY	SCHOOL SYSTEM	SCHOOL	GRADE LEVEL
CHOICE 1 (MLI)					
CHOICE 2					
CHOICE 3					

## REQUIREMENT FOR STUDENT TEACHING CHECKLIST

Admission to Teacher Education	Yes <input type="checkbox"/> No <input type="checkbox"/>
Completion of General Education courses	Yes <input type="checkbox"/> No <input type="checkbox"/>
Completion of all major department courses	Yes <input type="checkbox"/> No <input type="checkbox"/>
Completion of 114 semester hours	Yes <input type="checkbox"/> No <input type="checkbox"/>
A minimum cumulative grade point average of 2.75	Yes <input type="checkbox"/> No <input type="checkbox"/>
Submit Proof of passing score for the English Proficiency Examination	Yes <input type="checkbox"/> No <input type="checkbox"/>
Submit Student Intern License (License Code 101) <b>Effective, Fall 2016</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Submission of the official state's minimum required scores on Praxis CASE (Core), Praxis II (Specialty area exam & PLT), and <b>Foundations of Reading (Effective, 07/01/2016)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
All substitution of courses must be approved by the appropriate administrators in a letter or on a standard University Course Substitution Forms.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Removal of all grades of Incomplete (I) and a "C" or better in professional courses	Yes <input type="checkbox"/> No <input type="checkbox"/>
Verification of teaching liability insurance <b>attached</b> , MAE Student Membership Required	Yes <input type="checkbox"/> No <input type="checkbox"/>
Verification of background check through Certifiedbackground.COM <b>attached</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

### SIGNATURES:

I have read all the information in this packet and am aware of my responsibilities. I understand I will not be eligible for student teaching if I do not meet all of the stated requirements by the end of the semester preceding student teaching. Once a placement has been confirmed, I understand that I may not request a change in the placement (barring unforeseen consequences and subsequent Director of Teacher Education approval).

I understand that this information will be shared with student teaching sites and JSU personnel as part of the placement process and that I am not guaranteed a placement location of my preference.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I have reviewed this student's records/program of study and all requirements were met.

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Teacher Education

\_\_\_\_\_  
Date

**JACKSON STATE UNIVERSITY**  
**COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT**  
**JSU TEACH**  
**P. O. Box 17124**  
**Jackson, MS 39217**

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## REQUEST FOR STUDENT TEACHING PLACEMENT

**Name:**

**Major (Elementary & Music Ed**

**Specify concentration area K3/K6/Vocal/ Instrumental) :**

**Concentrations**      1.  
                                  2.

**(Attach picture)  
 Passport photo  
 may be used.**

**Telephone: (      )**

**Email Address:**

**Address:**

**City:**

**State:**

**Zip:**

### For School Personnel Use Only

**Elementary education K-3 majors must have placements on two grade levels in the elementary school.**  
**Elementary education K-6 majors must have an elementary school and a middle school placement.**  
**Secondary education majors must have a middle school and a high school placement.**

**1<sup>st</sup> Placement Dates: starting** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Ending** \_\_\_\_/\_\_\_\_/\_\_\_\_

**School District/School**

**Co-Operating Teacher:**

**Email Address:**

**Subject:**

**Grade Level:**

**2<sup>nd</sup> Placement Dates: starting** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Ending** \_\_\_\_/\_\_\_\_/\_\_\_\_

**School District/School:**

**Co-Operating Teacher:**

**Email Address:**

**Subject:**

**Grade Level:**



CertifiedBackground.com

-----Student Instructions – Background Checks-----

## Background Check

### Jackson State University - Education

The above organization has chosen CertifiedBackground.com as an approved provider of background checks for students.

## About CertifiedBackground.com

CertifiedBackground.com is a service that allows students to order their own background check online. Information collected through CertifiedBackground.com is secure, tamper-proof, and kept confidential. The services performed by Certified Background are based on guidelines provided by your organization, so you know you'll get the information you need, all from one source. The results are posted on the CertifiedBackground.com website where the student, as well as the school, can view them.

## Ordering Instructions

1. Go to [www.CertifiedBackground.com](http://www.CertifiedBackground.com) and click on "Students."
2. In the Package Code box, enter the package code: **JA54**
3. Enter your payment information – Visa, Mastercard, or Money Order. Follow the online instructions to complete your order.

## Retrieval Instructions

Once your order is submitted, you will receive a confirmation email containing the password needed to view the results of your background check. To view your results, visit [www.CertifiedBackground.com](http://www.CertifiedBackground.com), enter your password in the area provided on the lower right side of the homepage, then enter the last four digits of your Social Security Number. Results are typically available in approximately three days, though some searches take longer so please allow adequate time when ordering. Your Department Administrator will automatically have access to your results. For A Summary of Your Rights Under the Fair Credit Reporting Act visit [www.ftc.gov](http://www.ftc.gov).







**College of Education and Human Development  
Center for Teacher Quality**

**MS Department of Education Code of Ethics Oath**

I \_\_\_\_\_ (Print Student's Name)

confirm that I have received training on the MS Department of Education Code of Ethics and Standards of Conduct. I understand that this code shall apply to all person licensed according to the rules established by the Mississippi State Board of Education and protects the health, safety and general welfare of students and educators. Any educator or administrator license may be revoked or suspended for engaging in unethical conduct relating to an educator/student relationship (Standard 4). Superintendents shall report to the MS Department of Education, license holders who engage in unethical conduct relating to an educator/student relationship (Standard 4).

**Standards of Conduct:**

**Standard 1: Professional Conduct**

An educator should demonstrate conduct that follows generally recognized professional standards.

**Standard 2: Trustworthiness**

An educator should exemplify honesty and integrity in the course of professional practice and does not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

**Standard 3: Unlawful Acts**

An educator shall abide by federal, state, and local laws and statutes and local school board policies.

**Standard 4: Educator/Student Relationships**

An educator should always maintain a professional relationship with all students, both in and outside the classroom.

**Standard 5: Educator/Collegial Relationships**

An educator should always maintain a professional relationship with colleagues, both in and outside the classroom.

**Standard 6: Alcohol, Drug and Tobacco Use or Possession**

An educator should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs.

**Standard 7: Public Funds and Property**

An educator shall not knowingly misappropriate, divert, or use funds, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

**Standard 8: Remunerative Conduct**

An educator should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.

**Standard 9: Maintenance of Confidentiality**

An educator shall comply with state and federal laws and local school board policies relating to confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements.

**Standard 10: Breach of Contract or Abandonment of Employment**

An educator should fulfill all of the terms and obligations detailed in the contract with the local school board or educational agency for the duration of the contract.

*Please sign and return with application:*

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**