

# STUDENT TEACHING APPLICATION

## FALL 2012 *or* SPRING 2013

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**APPLICATION DUE:**      **Week of January 23, 2012**

- RETURN:**
1. Completed application
  2. January 2012 Web Advisor audit
  3. Resume (*3 copies on white bond paper*)
  4. Test requirements **MUST** be met prior to student teaching. This requirement is not subject to appeal or exceptions.
    - Praxis II
      - ◆ Official scores **MUST** be reported to MU – Code #2416
    - ACTFL – OPI (Spanish, Chinese), OPI and WPT (English: ESL)
      - ◆ A copy **MUST** be submitted prior to student teaching
    - Physiology and Hygiene Requirement
      - ◆ Verification **MUST** be confirmed prior to student teaching
  5. Certificate of Eligibility (*if applicable*)

**WHERE:**                      **Certification, Field Placements and School Partnerships Office**  
**McAllan Hall - Room 112**

# ADMISSION TO THE STUDENT TEACHING EXPERIENCE

Student teaching takes place in the **final semester**. It is a full semester experience (15-16 weeks) following the school district calendar. **Student teaching is the final nine credits of academic preparation. Only a total of 12 credits will be allowed during your final semester**, however, it is strongly recommended that you do not take more than 9 credits. Student teaching is a full time experience (full days, 5 days a week). Any credits in excess of 12 must receive prior approval from the Chair and/or Dean. Do NOT apply for student teaching if you do not meet the academic requirements. Please attach a copy of your **January 2012 Web Advisor audit** of your coursework to your application.

The student teaching applicant must:

1. Complete all required academic and professional education courses.
2. Resolve any incomplete grades prior to student teaching.
3. Possess a major (or its equivalent) in a content area to qualify for certification.
4. Undergraduates must maintain a minimum cumulative GPA of 2.75. Graduates must maintain a minimum 3.0 GPA with no more than six credits below a grade of B-. Candidates must meet content major GPA requirement for graduation.
5. Applicants for New Jersey licensure must pass the appropriate Praxis II Subject Assessment/Specialty Area Test(s), ACTFL Oral Proficiency Interview (OPI) for Spanish or Chinese and the OPI and Writing Proficiency Test (WPT) for English as a Second Language (ESL). Proof of a passing score must be submitted to the Certification, Field Placements and School Partnerships Office **prior to student teaching**. This requirement is not subject to appeal or exceptions.
6. If you have been convicted of a crime in this or any other state, you may not be eligible for certification. Please contact our office.
7. **In addition to submitting this application you MUST register for student teaching** (Undergraduates: ED416 – 8 credits and ED416s – 1 credit, Graduates: Refer to your academic audit for course code – 9 credits). Please see your advisor for approval to register.
8. If it is necessary to be considered a full-time student (12 credits) for health insurance, financial aid, etc. please plan accordingly. We will need a copy of the Enclosed Request To Change Undergraduate Enrollment Status form that is required by the Office of the Bursar to change your status.

## STUDENT TEACHING PLACEMENTS

The Director of Field Placements will secure student teaching placements in cooperation with respective school districts. **Students cannot secure placements on their own**. Many factors go into the decision of whether or not a district accepts a student for student teaching: availability of qualified cooperating teachers, balance among specialty areas and grade levels, and the availability of approved sites are taken into consideration. All placements must be approved by the local Board of Education. All candidates will be placed in school districts so that they will be prepared to serve students from diverse backgrounds in terms of abilities, age, culture, ethnicity, family, lifestyle, and socioeconomic status. Student teachers are generally placed in our school partnership districts and our greater constituency.

When a student teaching placement is approved by the respective school district, the Director of Field Placements will notify each student by letter. **Please contact our office if you add an endorsement to your existing program after you submit your application. Be sure this office has your current phone, cell, and address information on file. Please notify our office if this information changes at any time prior to student teaching.** The student teacher should meet with their cooperating teacher and the school principal to discuss the placement, the teaching schedule, students, curriculum, and other obligations prior to the beginning of the semester.

As a representative of Monmouth University, you are expected to conduct yourself in a thoroughly professional, responsible, and reliable manner at all times. Remember that you are a guest in your cooperating school and are expected to maintain the same professional standards as all other instructional staff. It is important that you strive to acquire and refine the personal qualities, knowledge, and standards of a practicing professional educator.

## Student Teaching School District Placement Guide

*A request for a student teaching placement will be mailed to a school district that matches your program/certification area.*

Program / Certification Area	Student Teaching Placement Request
Preschool through Grade 3 and Elementary Education K-5	Grade: K, 1, 2, or 3
Elementary Education K-5	Grade: K, 1, 2, 3, 4, or 5
Elementary Education K-5 and Middle School 5-8	Split: K-5 (8 weeks) and 5-8 Content (7 weeks)
Secondary 9-12	Grade 9, 10, 11, or 12
Art, Music, Spanish – K-12	K-12
Special Education	Placement will match instructional area (inclusion or split-placement)

### Requirements:

❖ **A Mantoux Intradermal Tuberculin test**

The State of New Jersey requires that every college student who works indoors, and has contact with pupils for at least 20 hours per month, be tested for tuberculosis within six months of coming in contact with pupils in the Schools of New Jersey. **If you do not have evidence of a Mantoux test within the required six months, you must take care of this requirement before student teaching.** Monmouth University Health Services offers the Mantoux test. For information please contact them at 732-571-3464.

❖ **Interviewing**

School administrators and prospective cooperating teachers often want to interview student teaching candidates. School district personnel may contact you. Place a professional message on your answering machine and cell phone. Dress professionally.

❖ **Substitute License**

Apply for a substitute license in your home county. Check telephone listings under County Offices. It is becoming easier to place students who already have a substitute license. Most school districts require student teachers to complete a criminal background check form and be fingerprinted prior to final approval for placement. Students should inquire if this is a requirement in their district. The student is responsible for this process. Contact your assigned school district for more information.

❖ **Teacher Candidate Test Requirements**

Test requirements must be met prior to student teaching. **Only official score reports from Educational Testing Service (ETS) will be accepted for student teaching and licensure.** Students who are seeking certification in Spanish or Chinese must also supply the Certification, Field Placements and School Partnerships Office with a copy of the ACTFL Oral Proficiency Interview (OPI). English as a Second Language (ESL) students must provide a copy of the ACTFL Oral Proficiency Interview (OPI) and Writing Proficiency Test (WPT). This requirement is not subject to appeal or exceptions.

❖ **Physiology and Hygiene Requirement**

New Jersey requires new teachers to have a general knowledge of physiology and hygiene for certification. Currently, the requirement can be met by completion of a course. Your transcripts will be reviewed for a course in biology, human ecology, nutrition, nursing, sexuality, zoology, drugs and alcohol, anatomy or health and physiology. You will be notified via your Monmouth University email to schedule an appointment to take the P&H test if you **DO NOT** have a course that meets the requirement.

## TEACHER CANDIDATE TESTING REQUIREMENTS

### Praxis II, ACTFL Oral Proficiency Interview (OPI) and Writing Proficiency Test (WPT)

IT IS A MONMOUTH UNIVERSITY REQUIREMENT THAT YOU TAKE AND PASS THE PRAXIS II TEST(S), ACTFL ORAL PROFICIENCY INTERVIEW (OPI) FOR SPANISH, CHINESE OR ESL AND WRITING PROFICIENCY TEST (WPT) FOR ESL **PRIOR TO STUDENT TEACHING.** Please do not leave the test to the last minute!

The Praxis II Series is an Educational Testing Service (ETS) program that provides tests and other services for states to use as part of their teacher certification process. Students are required to take one or more Praxis II Series tests if they want to teach, or obtain a professional certificate in a state (including New Jersey) that includes these tests as part of its teacher licensure process.

Praxis II Series Registration Bulletins are available on the Internet through the Praxis website at [www.ets.org/praxis](http://www.ets.org/praxis). You can contact ETS at 1-800-772-9476 or 1-609-771-7395.

Please note that Monmouth University must receive an official notice of your Praxis II test results directly from Educational Testing Service (ETS). When applying to take the Praxis II, you must indicate **Monmouth University code #RA2416** in the Agencies To Receive Score Reports and Passing Status Information section. Only official score reports from Educational Testing Service (ETS) are accepted for student teaching and licensure.

When you complete the registration form for the Praxis II, you **MUST** include your **CORRECT SOCIAL SECURITY NUMBER**. If you do not give your social security number or give the wrong social security number, you will NOT receive your license from the State of New Jersey.

**If you test out-of-state you must report your scores to the state of New Jersey (code #7666) to be licensed.**

ETS is no longer mailing Praxis II test score reports to individuals. You **MUST** download your Praxis II score report from ETS. It is very important that you adhere to the ETS deadline to download your score reports within the 45 day timeframe to avoid paying an additional fee. [www.ets.org/praxis](http://www.ets.org/praxis): Your official score report will be available to you online via your Praxis account on the score report release date, approximately four weeks after the test date. Beginning with the September 2009 administration, online scores will be downloadable and available for forty five (45) calendar days from the score reporting date.

Students applying for certification as a Teacher of Students with Disabilities must take the appropriate Praxis II test in their primary certification area(s) (Preschool through Grade 3 and/or Elementary Education or the appropriate Praxis II specialty test, e.g., Math, English, Social Studies, etc., for Secondary Education candidates.)

Students who are seeking certification in Spanish must pass the Spanish ACTFL Oral Proficiency Interview (OPI) in addition to the Praxis II Spanish: World Language (5195).

- Candidates **MUST** contact the Foreign Language Department to arrange for a proctor to obtain available dates and times.
- After obtaining dates and times that the proctor is available, contact Language Testing International (LTI) to schedule the OPI.
- If a candidate does not receive a score of Advanced Low or higher on the Spanish OPI they are required to wait 90 days before testing again.
- LTI offers a one-time option to waive the 90 day waiting period between tests. A candidate must contact LTI to request this option indicating a valid reason and obtain approval.
- Test results are available from LTI anywhere from 2 to 6 weeks from the test date.
- Candidates can pay an additional fee to expedite the test results (results available in 1 to 2 weeks).

Students who are seeking certification in Chinese must pass the ACTFL Oral Proficiency Interview (OPI). Students seeking certification English as a Second Language (ESL) must pass the English Language ACTFL Oral Proficiency Interview (OPI) and the Writing Proficiency Test (WPT).

The tests are administered by the ACTFL Language Testing Office and all information regarding registration, fees, testing, and test sites can be accessed by going online to [www.languagetesting.com](http://www.languagetesting.com) or by calling the Language Testing International Office at 914-963-7110. Your Certificate of Proficiency must be submitted to the Certification, Field Placements and School Partnerships Office to be approved for student teaching.

For the most current information on test requirements for the specific teaching license you are seeking, please visit the New Jersey Department of Education (NJDOE) website.

**IMPORTANT INFORMATION:**

- ETS is offering additional tests in a computer-delivered format that will be introduced throughout the testing year. These computer-delivered assessments are given by appointment through a national network of Prometric Testing Centers. Visit ETS Test Centers and Dates: [http://www.ets.org/praxis/register/centers\\_dates/](http://www.ets.org/praxis/register/centers_dates/) to find testing centers near you or call Prometric Candidate Services at 800-853-6773.
  - Elementary Education: Content Knowledge\* (5014) – October 12, 2010
  - Middle School English Language Arts\* (5049) – available November 2011
  - Middle School Social Studies\* (5089) – available November 2011
  - Early Childhood: Content Knowledge\* (5022) – available December 2011

*\*This test is also available in a paper-delivered format.*
  
- Beginning October 15, 2010 ETS is administering a **new series of world language tests** in French, German and **Spanish**. The **new tests replace** the previous Content Knowledge and Productive Language Skills tests. The new tests are computer-delivered and given by appointment through a national network of Prometric Testing Centers. These tests will be administered during several testing windows throughout the year. Visit ETS Praxis New Jersey Test Centers and Dates: [http://www.ets.org/praxis/register/centers\\_dates/](http://www.ets.org/praxis/register/centers_dates/) to find test dates and testing centers near you.
  - **Spanish: World Language – Test Code 5195**

INSTRUCTION ENDORSEMENT	REQUIREMENTS
Art	Art: Content Knowledge (0134)
Chinese	No Praxis, ACTFL Chinese OPI
Elementary School Teacher K-5	Elementary Education: Content Knowledge (0014) paper-delivered or Elementary Education: Content Knowledge (5014) computer-delivered
Elementary School with Specialization: Literacy (5-8)	Middle School: English Language Arts (0049) paper-delivered or Middle School: English Language Arts (5049) computer-delivered
Elementary School with Specialization: Mathematics (5-8)	Middle School Mathematics (0069)
Elementary School with Specialization: Social Studies (5-8)	Middle School: Social Studies (0089) paper-delivered or Middle School: Social Studies (5089) computer-delivered
Elementary School with Specialization: Science (5-8)	Middle School Science (0439)
English	English Language, Literature, and Composition: Content Knowledge (0041)
English as a Second Language	ACTFL English OPI and WPT
Health and Physical Education	Health and Physical Education: Content Knowledge (0856)
Mathematics	Mathematics: Content Knowledge (0061)
Music	Music: Content Knowledge (0113)
Preschool through Grade 3	Early Childhood: Content Knowledge (0022) paper-delivered or Early Childhood: Content Knowledge (5022) computer-delivered
Science (Biological)	Biology: Content Knowledge (0235) General Science: Content Knowledge (0435)
Science (Chemistry)	Chemistry: Content Knowledge (0245) General Science: Content Knowledge (0435)
Science (Physical Science)	Chemistry: Content Knowledge (0245) Physics: Content Knowledge (0265) General Science: Content Knowledge (0435)
Social Studies	Social Studies: Content Knowledge (0081)
Spanish; and/or Elementary School with Specialization: Languages/Spanish (5-8)	Spanish: World Language (5195) <i>computer-delivered; beginning 9/1/2010</i> ACTFL Oral Proficiency Interview (OPI)
Students with Disabilities	Exempt – Test being developed – Not required to date

Applicants must achieve the current required passing score(s) for certificate issuance. Passing scores are always subject to change. A test score must meet the current passing score to satisfy the test requirement.

# GUIDE TO RESUME WRITING

The following is designed to help you prepare a professional resume by discussing each of the major headings in the order they appear.

**OBJECTIVE** - The objective states the professional goal in which you are interested. The objective statement should be as specific as possible without being too limiting.

**EDUCATION** - Education data shows your degree, anticipated date of graduation, other colleges attended, major, and may contain grades, coursework or honors information. If you attended more than one college, list them in reverse chronological order. It is not necessary to list other colleges if you did not complete a degree program there or only attended for a short time. **Be sure this area agrees with your Web Advisor audit (i.e. the program for which you are enrolled for certification) and includes endorsements (Students with Disabilities, English as a Second Language, etc.).**

**TEACHING RELATED EXPERIENCE** - List all experience that brought you in contact with children or adults in a learning situation. List your specific field experiences. List them in reverse chronological order. Substituting teaching experience and substitute license information should be listed (i.e. Monmouth County Substitute, 2008). In addition to your field experience and substitute information, list jobs in child care, day camps, tutoring and similar positions. Describe your responsibilities in terms of your skills and abilities. Stress accomplishments and special situations which may not be obvious to the reader.

**TEACHING SKILLS** – Explain why your request to student teach should be approved. Using a “bullet” format, list in short phrases the specific abilities and talents you possess which are relevant and useful in the classroom; your skill in handling discipline with difficult students, your computer skills, or your knowledge of a particular teaching methodology.

**PROFESSIONAL DEVELOPMENT/PROFESSIONAL ORGANIZATIONS** – List professional workshops that you have attended and list the professional organizations to which you belong.

**COMMUNITY SERVICE** - List your community service activities outside your job or school to show that you are willing to contribute your time to organizations within the community. This helps to portray you as a well-rounded individual with a variety of interests and concerns and makes you more marketable.

**CLUBS/SPORTS/ACTIVITIES:**

**REFERENCES** - Simply indicate your references will be furnished on request. You can always bring a list of references with you to an interview if you wish.

**Other key points to remember:**

- Always have someone proofread your resume for spelling and grammatical errors.
- Use white bond paper. Don't experiment with graphics or gimmicks.
- Be able to explain everything on your resume.

**Your Name (14 point BOLD)**  
Your Permanent Address  
City, State, Zip  
(Area Code) Phone Number  
(Area Code) Cell Phone Number  
E-mail address – use your Monmouth email

**OBJECTIVE** To obtain a student teaching position

**EDUCATION** Degree, Anticipated graduation date  
Monmouth University (*most recent*), Location  
GPA, Honors

Degree, Date  
University #2 (*if relevant*), Location  
GPA, Honors

High School, Town, State, Year of Graduation

**(EXAMPLE)** B.S., B.A. or MAT (check degree on your WebAdvisor audit), History and Elementary Education, Anticipated January 2010 or May 2010 (*Your degree must match your program*)  
Monmouth University, West Long Branch, NJ  
3.5 GPA, Dean's List

**TEACHING RELATED EXPERIENCE** *Include paid and unpaid experience, including class projects  
Use action verbs (developed, supervised, mentored, tutored etc.)  
List most recent field experience first  
Be specific (number of students, grade level)  
Focus on what makes you unique or effective  
List substitute teaching experience and license information*

**(EXAMPLE)** Summer 2006  
Environmental Education Intern, Wildlife Conservancy Center, Brigantine, New Jersey

- Led interpretive and experiential outdoor education classes for elementary children in the Summer Adventures program
- Developed curriculum for a "A Spider's Life" workshop
- Presented complex scientific concepts in an easy-to-grasp manner

**PROFESSIONAL DEVELOPMENT/ ORGANIZATIONS** *List any symposia and workshops attended. List any professional organizations that you belong to (i.e., Elementary Association for Childhood Education International, KDP, etc.)*

**COMMUNITY SERVICE** *List any community or volunteer activities*

**OTHER ACTIVITIES** *List any extracurricular, community or volunteer activities that are not directly related to teaching*

Resident Advisor, Monmouth University, 2005-Present  
Writer, The Outlook, Monmouth University, 2003-Present  
Intramural Volleyball, Monmouth University, 2003-Present  
Yearbook Committee, Long Branch High School, 2001

**SKILLS** *List any skills you would like to feature (computers, language, storytelling, crisis management, etc.)*

**REFERENCES** Provided upon request

Semester (please check):  Fall 2012  Spring 2013

Full Name \_\_\_\_\_ So. Security # \_\_\_\_\_  
(Last) (First) - -  
(M.I.)

Campus Address \_\_\_\_\_ Student ID # \_\_\_\_\_  
Home Phone # \_\_\_\_\_  
Cell Phone # \_\_\_\_\_

Home Address \_\_\_\_\_ Degree Program Undergraduate   
*Placement letter will be mailed to home address* Graduate

During student teaching I will be living (please check) Home Address  On Campus

Praxis II Test Results: Test #: \_\_\_\_\_ Test Date: \_\_\_\_\_ Score: \_\_\_\_\_

Praxis II Test Results: Test #: \_\_\_\_\_ Test Date: \_\_\_\_\_ Score: \_\_\_\_\_

ACTFL OPI/WPT Test Results Attached Yes  No

Substitute License Yes  No  County: \_\_\_\_\_ Town: \_\_\_\_\_

Web Advisor Audit Attached Yes  No

Student Athlete Yes  No  Sport: \_\_\_\_\_

Graduation Application Filed Yes  No

Certificate of Eligibility Attached Yes  No  Subject: \_\_\_\_\_

**Students with disabilities (physical, learning, psychiatric) who are interested in requesting reasonable accommodations during their placement should contact the Dept. of Disability Services at 732-571-3460.**

**Explain:** \_\_\_\_\_

**PLEASE NOTIFY THIS OFFICE IMMEDIATELY IF YOUR NAME, ADDRESS, OR PHONE NUMBER CHANGES.**

*I have read the student teaching application packet and I am aware of the requirements and placement policies for student teaching.*

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

\_\_\_\_\_  
Date