Application Materials for

Admission to Student Teaching



Dakota State University

College of Education

Kennedy Center, Room 150

Madison, SD 57042

Phone: (605) 256-5177

Dakota State University

Admission to Student Teaching Packet

Please read all information carefully

The information requested in this packet must be accurate and legible. Please note that falsification of any information may invalidate your application and result in IMMEDIATE DISMISSAL from the program. All application materials must be complete and submitted by the deadline (unless otherwise indicated):

Deadlines for Submitting Applications:

October 1

February 15

In order to be considered for admission to Student Teaching the following requirements must be met:

1. Formal admittance into the Teacher Education Program
2. Request ADA Accommodations if necessary
3. Achieve and maintain a cumulative GPA of 2.6 or better
4. Achieve and maintain a 2.7 or better GPA in your major field courses
5. Satisfactory completion of all coursework prior to student teaching.
6. Satisfactory completion of all professional education coursework with a “C” or better.
7. Successful completion of Level III Field Experiences based on an evaluation from the cooperating teacher and recommendation from the assigned university supervisor.
8. Schedule an appointment with the Director of Field Services to review the degree/program audit, the placement preference information, and the disclosure of convictions (see below).
9. Candidates should also complete the application for graduation with Enrollment Services and schedule an appointment with the Registrar for the final degree audit. Students in certification-only programs (Coop and Certification Only) do not apply for graduation but do need to meet with the Registrar for the final degree audit.
10. Register for Praxis II Content Exam(s) in applicable certification area(s). (Exam must be successfully completed according to current established minimum scores prior to student teaching).
11. Participate in the interview process for candidates applying for Admission to Teacher Education. Prospective candidates applying for admission to teacher education are required to interview with a Professional Education Faculty member and a senior-level student.  This will be a brief meeting (about 20-25 minutes) in which teacher education candidates will answer a series of prescribed questions.
12. Complete application for admission to student teaching
13. *Application: Basic Information and Placement Preference:* Complete application form with name, address, and program information. Complete and sign the Placement Preference section identifying your preferences for school placement location and age/grade span. The Director of Field Services makes placements within a 60-mile radius of the University. NOTE: You will be assigned only to a school district which you did not attend and where you have no immediate family employed or attending.
14. *Letter of Introduction*: Compose a one-page letter of introduction to be made available to school administrators at prospective placement sites. See guidelines provided. This needs to be posted on your electronic portfolio.
15. *Disclosure of Convictions*: Read and sign disclosure statement of convictions for certification in South Dakota.
16. *Program Checksheet*: Submit a copy of your program checksheet signed by you and your advisor.
17. *Recommendation Form*: Submit two recommendations. Recommendations should be from university faculty, advisors, or public school personnel. One recommendation must be from the Level III University Supervisor and may be submitted after completion of the Level III field experience. Recommendations are to be submitted using the Recommendation Form, which is provided.
18. Submit and gain approval of electronic portfolio (See <http://www.departments.dsu.edu/educate/portfolio>)
19. *Professional Résumé*: Submit your professional résumé. It should include information about your education, skills (including computer skills), work experience and professional development activities, such as workshops, seminars, lectures, or conferences.
20. *List of Professional Organizations and Extracurricular Activities*: Submit an electronic list of all professional organizations in which you are a member and any extracurricular activities in which you participated (e.g., varsity basketball, choir, intramural sports, etc.).
21. *Field Experience Summaries*: A summary describing each field experience placement. Your summary should identify the age/grade span, ethnic, gender, exceptionalities, and urban/rural setting in which you participated in addition to your reflections.
22. *Sample Lesson Plans*: At least 3 plans that you developed in your methods courses and field experiences which include multiple instructional strategies, a technological emphasis, and inclusion. Add a personal reflection statement indicating your evaluation of each lesson. As the Level III semester evolves, add more current lesson plans.
23. *Management Plan*: A management plan describing the overall philosophy of classroom management that you intend to employ, along with specific classroom practices planned to create a productive and positive classroom. While this does include a discipline plan, the effective management plan can also provide ideas for the classroom environment, opening exercises, transitions, grouping strategies, environmental enhancements, parental involvement, and any other appropriate management techniques.
24. *Photo:* Update your photo. It should be a waist-up shot of you in professional attire (no T-shirts or hats) your hair, jewelry and make-up should be neat and conservative.
25. Majors in Natural Sciences must submit the capstone experience completion form signed by an advisor.
26. Occasionally circumstances arise that require special consideration of student teaching placement. If you must request student teaching outside the DSU service area (approximately 60 mile radius), do the following before submitting your application for student teaching:
27. Meet with the Director of Field Services
28. Write a litter to the Student Assessment & Monitoring Committee (SAM) explaining the extenuating circumstances that make it necessary for you to student teaching out of our usual placement area.
29. Complete an Out of Area Student Teaching Agreement
30. Pay the additional fee listed on the Out of Area Student Teaching Agreement
31. *Sioux Falls Student Teaching*: The district requires a separate application. Download the application from [www.sf.k12.sd.us](http://www.sf.k12.sd.us) Fill out and submit electronically to Dr. Pauli for review. Make suggested changes and submit the application in hard copy form to Dr. Pauli by date announced.
32. The Student Assessment & Monitoring Committee will review your application and notify you of your admission status in writing.

 Dakota State University

**College of Education**

**Madison, SD 57042**

**Phone: (605) 256-5177 Fax: (605) 256-7300**

# APPLICATION TO STUDENT TEACHING

# Basic Information:

|  |  |
| --- | --- |
| *Name:* |  |
| *Local Address:* |  | *Local Phone:*  |  |
| *DSU Advisor* |  | *Email Address:* |  |
| *Portfolio URL Address:* |  |

***I am requesting to student teach in the following program***:

 Elementary Education (with endorsements in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

 Elementary Education/Special Education (K-8)

 Elementary Education/Special Education (K-12)

 Secondary Education - Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 K-12 Education - Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Placement Preference: (Students may NOT contact schools)

|  |  |  |  |
| --- | --- | --- | --- |
| **School Placement Preference:****(List School Districts within a 60 mile radius)** | 1st Choice | **2nd Choice** | **3rd Choice** |

### Grade Preference: Identify 1st, 2nd, and 3rd choices. Choose grade levels which you have had limited or no experience.

### \_\_\_\_ Kindergarten \_\_\_\_ Upper grades 5-6 \_\_\_\_ High School

**\_\_\_\_** Primary grades 1-2 \_\_\_\_ Middle School 5/6-8 and/or grades \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_** Intermediate grades 3-4 Junior High 7-8

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Professional Education Council Policy *2.6.2 Site Selection and Placement* states that student teaching placements are made by the Director of Field Services in cooperation with local school district officials. Student teachers are assigned only to districts which they did not attend and where they have no immediate family employed or attending.

### I hereby verify that the placements requested above are districts where I have not attended nor do I have immediate family employed or attending.

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###  Student Teacher Date

PLACEMENT PREFERENCE LETTER OF INTRODUCTION

Compose a one-page letter of introduction to be made available to school administrators at prospective placement sites. The guidelines below will assist you in developing your letter, which will be submitted with your application and proofed by the Director of Field Services before distribution to districts by either mailing or URL reference. (Final, proofread letters may be posted with our electronic portfolio as “Letter of Introduction for Student Teaching”)

[date—use a minimum 1.2 top margin for printing on DSU letterhead]

Dear School Administrator:

[*Paragraph 1*: Begin by thanking them for considering your request to student teach in their district. Introduce yourself by telling them about your education background and stating your major and grade level or subject preferences if any.]

[*Paragraph 2*: Briefly inform them of your philosophy of education, your professional goals, any classroom management/discipline plans that you currently ascribe to, and/or instructional and assessment strategies that you have learned about at DSU. If you are a special education major, differentiate/expand this information for the special education portion of your placement.]

[*Paragraph 3:* Include a statement as to why you chose this particular district/school if applicable. Invite them to visit your web page, email you, or contact you for a personal interview.]

Sincerely yours,

[*be sure to add your signature either handwritten or electronically]*

[type your full name]

**Discussions Topics:** The following additional topics might also be included in either this letter of introduction (do not go beyond one page) or subsequent communication with school administrators or prospective cooperating teachers.

-- Describe your personality/personal characteristics

-- Typical and/or new curriculum plans—offer to prepare bulletin boards, research software, etc.

-- Grading and homework; School calendar, policies, etc.

-- Use of technology in the classroom; district/building technology resources

-- Giving/receiving input; Self-evaluation/reflection

**DISCLOSURE OF CONVICTIONS FOR CERTIFICATION IN SOUTH DAKOTA**

Teacher education programs are required to inform candidates of the laws and rules pertaining to denial of a certificate in South Dakota and other states. In South Dakota, there are no comparable laws or rules for denial of admission to teacher education programs or admission to student teaching; however, candidates are advised to disclose information related to possible denial of a certificate at those admissions stages.

SDCL 13-42-10 provides for refusal of a certificate by the Secretary of the Department of Education and Cultural Affairs for conviction of crimes involving moral turpitude including traffic in either controlled substances or marijuana, or both. Moral turpitude is defined as," an act done contrary to justice, honesty, principle, or good morals, as well as an act of baseness, vileness, or depravity in the private and social duties which a person owes to his fellow man or to society in general” [SDCL 22-1-2 (25)].

*Dakota State University recommends the disclosure of any conviction of crimes, either felony or misdemeanor (except for minor traffic violations) including convictions involving drugs and alcohol.*

A “yes” response to the question below is not a denial of admission or an automatic refusal of a certificate. Candidates are generally advised to continue in teacher education programs after voluntary disclosures and/or to seek advice from their own legal counsel. DSU does not have the authority to issue certificates, and a decision about the issuance of a certificate by the Secretary of Education cannot be made until candidates have finished programs and have been recommended for certification. The Secretary will investigate and review each application before making a decision to deny a certificate.

**Have you ever been convicted of any crime involving moral turpitude that may prevent issuance of a certificate by the Secretary of the Department of Education and Cultural Affairs? Yes \_\_\_ No \_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

**Check one:** \_\_\_\_ this is an additional disclosure(s) \_\_\_\_ this is reaffirming previous disclosure(s).

Check here if supporting information/court record for above disclosure has already been submitted. \_\_\_\_

If you have responded “Yes” to the question above, please provide the additional information below. For multiple offenses, you may provide this information on a separate sheet with your signature and date.

Crime convicted of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Level of offense (check one) \_\_\_\_\_ Felony \_\_\_\_\_ Misdemeanor

Date of offense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age at time of offense:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of offense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (include city, county and state)

Details of the incident:

**Court documents** supporting the above information must be provided when application for certification is made and may be requested by the College of Education prior to that time.

**The Applicant Conduct Review Statement**, which requires disclosure of arrests, indictments, charges, etc. in addition to convictions and which must be completed at application for certification, is provided for informational purposes only at this time.

**Dakota State University**

**College of Education**

# RECOMMENDATION FORM

Student Teacher Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You have been asked to complete this recommendation form for the student teacher named above. Please rate the candidate to the best of your ability, using the scale noted: **5=Outstanding, 3=Average, 1=Poor,**

NO = Not Observed

## Feel free to use the back as needed for additional comments

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 | NO |
| Accepts feedback (either complimentary or constructive)  |  |  |  |  |  |  |
| Collaborates with others |  |  |  |  |  |  |
| Employs effective communication skills (written and verbal) |  |  |  |  |  |  |
| Encourages others |  |  |  |  |  |  |
| Feels comfortable trying new processes, techniques, ideas, etc. |  |  |  |  |  |  |
| Follows through with plans, ideas, etc. |  |  |  |  |  |  |
| Demonstrates confidence in group situations |  |  |  |  |  |  |
| Is dependable |  |  |  |  |  |  |
| Is tactful |  |  |  |  |  |  |
| Demonstrates leadership skills |  |  |  |  |  |  |
| Maintains professional decorum |  |  |  |  |  |  |
| Participates in extracurricular and/or community activities |  |  |  |  |  |  |
| Possesses a solid foundation of basic knowledge |  |  |  |  |  |  |
| Questions practices for understanding |  |  |  |  |  |  |
| Reflects accurately |  |  |  |  |  |  |
| Respects differences in others |  |  |  |  |  |  |
| Responds to unanticipated events with ease |  |  |  |  |  |  |
| Seeks information as needed |  |  |  |  |  |  |
| Uses multiple resources for information and decision making |  |  |  |  |  |  |
| Uses technology routinely |  |  |  |  |  |  |

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Position or Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Affiliation to Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return this form to:**

**College of Education**

**Kennedy Center Room 150**

**Dakota State University**

**Madison, SD 57042**

**Dakota State University**

**College of Education**

# RECOMMENDATION FORM

Student Teacher Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You have been asked to complete this recommendation form for the student teacher named above. Please rate the candidate to the best of your ability, using the scale noted: **5=Outstanding, 3=Average, 1=Poor,**

NO = Not Observed

## Feel free to use the back as needed for additional comments

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 | NO |
| Accepts feedback (either complimentary or constructive)  |  |  |  |  |  |  |
| Collaborates with others |  |  |  |  |  |  |
| Employs effective communication skills (written and verbal) |  |  |  |  |  |  |
| Encourages others |  |  |  |  |  |  |
| Feels comfortable trying new processes, techniques, ideas, etc. |  |  |  |  |  |  |
| Follows through with plans, ideas, etc. |  |  |  |  |  |  |
| Demonstrates confidence in group situations |  |  |  |  |  |  |
| Is dependable |  |  |  |  |  |  |
| Is tactful |  |  |  |  |  |  |
| Demonstrates leadership skills |  |  |  |  |  |  |
| Maintains professional decorum |  |  |  |  |  |  |
| Participates in extracurricular and/or community activities |  |  |  |  |  |  |
| Possesses a solid foundation of basic knowledge |  |  |  |  |  |  |
| Questions practices for understanding |  |  |  |  |  |  |
| Reflects accurately |  |  |  |  |  |  |
| Respects differences in others |  |  |  |  |  |  |
| Responds to unanticipated events with ease |  |  |  |  |  |  |
| Seeks information as needed |  |  |  |  |  |  |
| Uses multiple resources for information and decision making |  |  |  |  |  |  |
| Uses technology routinely |  |  |  |  |  |  |

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Position or Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Affiliation to Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return this form to:**

### College of Education

###### Kennedy Center Room 150

### Dakota State University

### Madison, SD 57042