

**AQUINAS COLLEGE SCHOOL OF EDUCATION
DIRECTED STUDENT TEACHING APPLICATION PACKET**

Fall 2020

Undergraduate or Continuing Education Students

IMPORTANT DATES:

Deadline for Application..... November 15, 2019 by 4:00 p.m.
(If the 15th falls on a weekend or holiday, the deadline is the next business day by 4:00 p.m.)

Deadline for Late Application (\$150 late fee) December 20, 2019 by 4:00 p.m.
ALL late applications (received after the initial deadline) will be assessed a \$150 fee, payable at that time.

Official notification letters mailed to applicants After February 1, 2020
Placement Requests Started..... By March 01, 2020

Mandatory Orientation Seminar (select one) TBA (September)

APPLICATION CHECKLIST:

1. Print or photocopy a full set of your completed paperwork for your own records. You will need copies of these documents for your employment portfolio and job search.
2. Paperclip all of the documents listed below (in the order listed). Submit this complete packet to the School of Education by the November 15, deadline listed above.
 - _____ Form A – Application Form
 - _____ Resume
 - _____ Statement of Purpose (one page)
 - _____ Form B – Placement Information
 - _____ Form C – Candidate Final Plans
 - _____ Form D – Criminal Background Information Release Form
 - _____ Form E – ICHAT and National Sex Offender Release Form
 - _____ Form F – Degree Audit Clarification
 - _____ All documents are signed or initialed where applicable
 - _____ Copy of your submitted Application for Degree

All forms are available online at <http://www.aquinas.edu/education/forms.html>. If you have any questions regarding this process and the required paperwork, call and ask to speak with an advisor in the School of Education: **616 632-2800 or 1 888 329-2748**

Directed Student Teaching Application Process

Audit and Approval Process:

Once the application deadline has passed, completed applications will be audited by the School of Education for approval. Student teaching applications will not be considered complete until a final audited copy of the Application for Degree is submitted to the School of Education. Grades of “Incomplete” or “No Credit” will result in an automatic denial.

Students should regularly monitor their **AQ email accounts** and voicemail for messages from the School of Education for questions or concerns regarding audit information. No student will be approved until all application requirements have been met and all forms are submitted correctly. Students will be notified of their application status by mail.

Placement Policy:

Students are **NOT** allowed to make arrangements for their placement in advance – doing so will put your approval and placement at risk. **ALL** placements are to be arranged by the Director of Field Placement. Placements for applicants will commence after the audit of their application is complete and approved by the School of Education. Students will be notified when their placement has been made.

Instructions for the Application to Directed Student Teaching

Use the application checklist found on the front page of these instructions to ensure you’ve completed everything needed, before submitting the packet to the School of Education for consideration to the Student Teaching candidacy.

1. Form A - Application

Remember to choose the category appropriate for your certification level (elementary or secondary). ***If you have A K - 12 major and are unsure of your certification level, please contact your advisor in the School of Education.***

Depending on the information requested, either click on the down arrow to make your choice or click within the shaded areas and begin typing your information. Press the “Tab” key on your keyboard to move from one “fill-in” area to the next. This form is loaded with “drop-down” menus referencing majors and minors. Simply click on the arrows and choose the appropriate information. When you’ve completed the information, be sure to save a copy of this file. When printed, this form should fit on ONE page. Be sure to save a copy of this file as it will make corrections much easier and will be needed later for your credential file and job applications.

PLEASE NOTE: It is important to select the correct major(s) and minor(s) from the drop-down lists. There are some areas which are very similar, but refer to different areas of certification. **If you are unsure of your major(s) or minor(s), contact your advisor in the School of Education for help.** Also, please note the two-letter codes in parentheses which follow each area. These are the endorsement codes that the Michigan Department of Education has assigned to each area. **It is important for you to be aware of the codes for the endorsements you will be earning.** These certification codes will often appear in job postings and school administrators will often ask which codes you will be receiving. We suggest that you include these codes on your resume as well.

2. Form B – Placement Information

Form B must fit on one page, and initials are required at the bottom. This form will be used to assist in student teaching placement. You may attached your tracking spreadsheet from your portfolio or provide the link, to this form.

Students are **NOT** allowed to make arrangements for their placement in advance – doing so will put your approval and placement at risk. **ALL** placements are to be arranged by the Director of Field Placement. Placements for applicants will commence after the audit of their application is complete and approved by the School of Education. Students will be notified when their placement has been made. Please fill in all data requested.

3. Statement of Purpose

This statement should explain why you have chosen to pursue a career as a teacher. This should be well organized, concise, and completely free of grammar, punctuation and spelling errors. This paper is limited to one page, with three paragraphs. Be sure to include your name in the upper right hand corner of the page.

- The first paragraph should address how you became interested teaching.
- The second paragraph should address the activities or experiences you've had that have contributed to your preparation for classroom teaching.
- The final paragraph should address your intended contribution to the field of education.

4. Resume

This **professional** resume should articulate your career aspirations and should document your academic and professional experiences. Be sure to include any extra-curricular activities and leadership positions. It is **strongly** recommended that student teacher applicants contact the Advantage Center at 616 632-2126, for assistance in construction and review of their resume, before including it in the student teaching application packet. This does have an impact on placement. Many schools are requiring a personal interview before accepting your placement.

5. Form C – Candidate Final Plans

Use this form to document your plans for completing any outstanding, required courses. Specify where and when this will occur (i.e. institution, dates and times offered). Also use this form to document when you have taken (or will be taking) the Michigan Teacher Test for Certification exams (Subject Area Tests) required for certification.

IMPORTANT NOTE: Your final certification cannot be processed until the School of Education receives notice of your passing scores on all required Subject Area Tests. It takes approximately four weeks for the School of Education to receive your test scores after the test date. Plan your test dates accordingly so you do not delay your certification or job prospects!

ELEMENTARY CANDIDATES must take and pass the "Elementary Education" test prior to certification. The candidate must also take and pass the Subject Area Tests in major and/or minors in order to be eligible to teach these subjects in grades 6, 7 and 8. If you choose not to take the subject area tests, you will be required to sign a waiver form in the School of Education. Please review the following list of subject areas approved for **elementary** certification through Aquinas College. Correct test code numbers are listed in brackets.

Subject Areas Approved for Elementary Certification

Bilingual Education [75]	Integrated Science Elem. [93]	POHI [58]
Early Childhood Education [106]	Language Arts Elem. [90]	Reading [05]
Elementary Education [103]	Learning Disabilities [63]	Social Studies Elem. [105]
English as a Second Language [86]	Mathematics Elem. [89]	*Spanish [28]

SECONDARY CANDIDATES must take and pass the subject area tests (i.e. major and/or minor) prior to certification. Please review the following list of subject areas approved for **SECONDARY** certification through Aquinas College. Be sure to sign up for the appropriate tests. Correct test code numbers are listed in brackets.

Subject Areas Approved for Secondary Certification

Bilingual Spanish [75]	Geography [08]	Physical Education [44]
Biology [17]	Health [43]	Physics [19]
Chemistry [18]	History [09]	Political Science [10]
English [02]	Integrated Science [94]	Reading [05]
English as a Second Language [86]	Learning Disabilities [63]	Social Studies Secondary [84]
*French [23]	Mathematics (Secondary) [22]	*Spanish [28]
*German [24]	Music [99]	Speech [04]

*** All foreign language endorsements must also take and pass the OPI exam with a minimum score of Advanced low.**

6. Form D – Background Self-Disclosure Form

7. Form E – ICHAT Release Form: You are required to sign the ICHAT Release Form giving the School of Education permission to conduct an ICHAT (Internet Criminal History Access Tool) background check. There is no charge to you for this search. The ICHAT background check search is similar to the Michigan and FBI fingerprint check and will not cost you any money.

8. Form F – Degree Audit Clarification Form: You are required to mark the appropriate sections on this form indicating what degree you plan to graduate under.

9. Application for Degree form copy (submitted for processing to the School of Education). *REQUIRED for all students earning a Bachelor's Degree from Aquinas College.*

The “Application for Degree” can take 4 to 6 weeks to process. If you have not already done so, you must complete this form *immediately* and submit it to the chairperson of your major department for auditing. After the chairperson signs the form, you (or the department chair) must then send it to the chairperson of your minor department. After the all departments complete their audit the form, bring it to the School of Education to complete their section and send to the Registrar’s Office for the final audit. **This process takes time and cannot be done on demand in the Advising/Registrar’s office.**

ELEMENTARY CANDIDATES

It is the student’s responsibility to initiate this process of applying for degree. These forms are available online at <https://www.aquinas.edu/registrar/registrar-forms> or in the Registrar’s Office. Students with a major or minor in Early Childhood Education, Language Arts, Learning Disabilities, POHI, Reading or Social Studies need to bring their Application for Degree form to the School of Education for initial auditing.

SECONDARY CANDIDATES

It is the student’s responsibility to initiate this process of applying for degree. These forms are available online at <https://www.aquinas.edu/registrar/registrar-forms> or in the Registrar’s Office. Students with a major or minor in English as a Second Language, Learning Disabilities, Reading or Social Studies need to bring their Application for Degree form to the School of Education for initial auditing.

If you any have any questions regarding this process and the required paperwork, call and ask to speak with an advisor in the School of Education: **616-632-2800 or 1-888-329-2748**

FORM B
Placement Information

Elementary School you attended: _____

Middle/Junior High School you attended: _____

Senior High School you attended: _____

PLEASE LIST ALL SCHOOLS WHERE YOU HAVE COMPLETED PRIOR FIELD PLACEMENTS:

(You can attach your log from your portfolio)

Education course:	School Building & District:	Grade:	Subject:
EN 201 or EN 501 Introduction to Education			

List any school building & district where your spouse or any relatives are employed and list their positions:

School: _____ District: _____

School: _____ District: _____

List any school(s) attended by your children:

School: _____ District: _____

School: _____ District: _____

Identify and explain any **UNUSUAL** circumstances or challenges that should be considered when making your placement. *Example: lack of transportation, children enrolled in school, childcare needs, etc.*

The following information is for planning purposes only. Placement preferences will be considered but are not guaranteed. All placements for directed student teaching are made by the Director of Field Placement.

STUDENTS ARE NOT TO CONTACT SCHOOLS TO SET UP THEIR OWN PLACEMENTS!

If you have a preference by geographical region (i.e. Grand Rapids Metro, north, south, east, or west etc.) for student teaching placement, please indicate:

1st Choice _____ 2nd Choice _____

Distance Placement Request: I realize that if a placement outside of a 25 mile radius of AQUINAS COLLEGE occurs *AT MY REQUEST* and is approved by the SOE, I will be assessed a fee to cover the additional expense. **I will pay the added expense to cover the costs incurred from my distance placement.** _____ **(Initial)**

FORM C

Candidate's Final Plan before Certification

List **ALL** of the courses or other degree requirements which still need to be completed (after the current semester) and the date and institution where they will be completed (i.e.; list any courses you will be completing over the summer or any courses you plan to transfer from another institution which are not already on your transcript). Remember to have final transcripts sent to the School of Education upon completion of any classes taken at another institution.

Two Semesters prior to Student Teaching - Summer or Spring 2019

Course Number and Title	College (ex: Aquinas, GVSU, GRCC)	Credit Hours	Completion Date
Other:			

One Semester prior to Student Teaching – Fall 2019

Course Number and Title	College (ex: Aquinas, GVSU, GRCC)	Credit Hours	Completion Date
Other:			

Student Teaching Semester – Spring 2020

Course Number and Title	College (ex: Aquinas, GVSU, GRCC)	Credit Hours	Completion Date
EN 495/498 Directed Student Teaching	Aquinas College	9	
EN 406 Application of Learning Theory	Aquinas College	3	
Other:			

Student Teacher Certification Information

List below the dates you have taken or will take the MTTC **Subject Area Tests**:

Elementary Test (if applicable):	_____	_____	Passed? Y N
		Date	
Endorsement (major/minor):	_____	_____	Passed? Y N
	Print test name	Date	
Endorsement (major/minor):	_____	_____	Passed? Y N
	Print test name	Date	
OPI Exam:	_____	_____	Passed? Y N
(World Languages only)	Score	Date	

If you do not plan to take the subject area test(s) for one of your majors/minors, you must sign the below waiver form. If you intend to waive any subject area test(s), please indicate so above by printing the test name in the appropriate blank and "Waive" in the space for the date.

To: Aquinas College School of Education

Re: Michigan Tests for Teacher Certification

From: _____ (Print your name)

I have been advised that it is in my best interests to take the subject area tests for my major and minor in addition to the Elementary Education test for teacher certification. I have chosen not to take the following test(s)

I understand that certification in Elementary Education certifies me to teach in grades kindergarten through five (grades six through eight in self-contained classroom) only.

I understand that I will not be certified to teach in the above subject area(s) in grades six through eight if I do not take and pass the appropriate Michigan Test(s) for Teacher Certification. In addition, if I ever determine to add a secondary endorsement to my certificate, I must take and pass subject area tests prior to secondary certification.

I also understand that if I wish to be certified in my major and/or minor subject areas at a later date, I will have to adhere to the certification requirements of the Michigan Department of Education and the Aquinas College School of Education at that time. I understand I must submit an appropriate application through the Aquinas College School of Education and pay the Michigan Department of Education fee.

Date

Student signature

Date

Witness signature

FORM D - Background Self-Disclosure Form

(Complete, print, sign, and date this form)

Full Name: _____

Student ID: _____

Please answer the following questions:

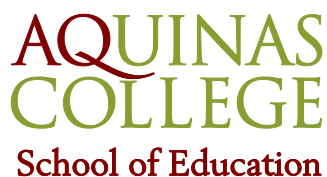
1. Have you ever accepted responsibility in a civil infraction (excluding speeding tickets)? Yes No
2. Have you ever been convicted of, or pled no contest to, a misdemeanor? Yes No
3. Have you ever been convicted of, or pled no contest to, a felony? Yes No
4. Do you currently have any criminal charges pending against you? Yes No
5. Have you ever had an application for a teaching credential in Michigan Or any other jurisdiction denied? Yes No
6. Have you ever had a teaching credential in Michigan or in any other jurisdiction suspended, denied, revoked, nullified or otherwise invalidated? Yes No
7. Have you ever had any professional or occupational credential, license or certificate denied, revoked or nullified? Yes No
8. If you answered yes to any of the above, have you disclosed this information to the School of Education, in writing, prior to the signature date below? Yes No N/A

By signing below, I acknowledge that I have read and understand the following statements:

1. I declare all the answers I have given are true, correct and complete.
2. As a candidate for Michigan teacher certification, I understand that the Michigan Department of Education enforces strict rules regarding the legal acceptability of candidates who wish to become certified teachers.
3. I understand that misrepresentation or falsification of records, i.e. fraud, will almost certainly result in immediate dismissal from the Aquinas College School of Education certification program.
4. I understand that Aquinas College is required to report to the Michigan Department of Education all certification candidates with any misdemeanor or felony convictions.
5. I understand that I am obligated to report any change in my legal status and will contact the School of Education immediately of ANY infractions, misdemeanors or felonies that take place after the signature date below.
6. I understand that even with recommendation for certification from Aquinas College, the final decision regarding issuance of teacher certification is made by the Michigan Department of Education.

Signature

Date



Form E - ICHAT Release/National Sex Offender Release Form

For: _____
Print student name

_____ Student ID number

I intend to pursue a program for teacher certification and/or endorsement at Aquinas College. I understand that I must submit a full criminal background check upon entrance into the education program and that I must release Aquinas College to conduct a background check via ICHAT and National Sex Offender Registry (NSOR) at various points throughout the education program.

By signing below, I indicate my understanding of, and agreement with the following:

- Field placements arranged by Aquinas College and by the student are required throughout the teacher preparation program. All placements are subject to approval by Aquinas College.
• In order for field placements to be made by Aquinas College, the School of Education must be permitted to disclose students' records to school districts which are prospective placement sites.
• I authorize representatives of Aquinas College to release my educational records and ICHAT results to any school district in which I may be placed.
• I understand that the release of my educational records, ICHAT and NSOR results does not guarantee my placement at any school district.
• I acknowledge that I may review my educational records, ICHAT and NSOR results maintained by the School of Education. I must submit a written request to the School of Education office in AB 260.
• I release Aquinas College and all its representatives from legal responsibility or liability for the release of the information and records authorized by this document.
• The Aquinas College School of Education has my permission to search ICHAT (Internet Criminal History Access Tool) for any felony or misdemeanor convictions on my record. They also have my permission to search the NSOR for any sex offences that have occurred in the United States. I understand that the information provided in this release form and received from the ICHAT report is confidential. I understand I may be dismissed from the School of Education if I falsify any information regarding my background check during my time in the teacher certification program at Aquinas College.

_____ Student signature

_____ Date

The following information is required in order to conduct an ICHAT search:

Last Name: _____ First Name: _____ Middle Initial: _____

Race: White Black Asian or Pacific Islander American Indian or Alaskan Native Other

Sex: Male Female Month of Birth: _____ Day of Birth: _____ Year of Birth: _____

Other Last Name: _____ Other First Name: _____

Other Middle Initial: _____

Form F – Degree Audit Clarification

Name: _____

Student I.D.: _____

Elementary Candidates (only):

As an Elementary Education student, you have multiple degree options. Each option has its specific set of requirements that must be fulfilled in order to graduate. All Elementary Education students must complete at least one major OR minor that is approved for certification. Check the graduation plan you are pursuing below.

- Plan A: Bachelor of Arts (B.A.) or Bachelor of Science (B.S.)** degree with one of the following majors: Integrated Science, Language Arts, Learning Disabilities, Mathematics, Social Studies, and Spanish. Additional major or minor is optional.
- Plan B: Bachelor of Arts in Elementary Education (B.A.E.E.)*** degree, your major will be Elementary Education and must be accompanied with at least one of the following minors: Bilingual Spanish, Early Childhood Education, English as a Second Language, or dual Language Arts and Mathematics. Student teaching must be completed prior to student’s anticipated graduation date.
- Plan C: Bachelor of Arts in General Education (B.A.G.E.)** degree, this degree does not have a major. Student must complete one of the following minors: Bilingual Spanish, Early Childhood Education, English as a Second Language, or dual Language Arts and Mathematics. Student teaching can be completed after graduation date.

* Note: B.A.E.E. students scheduled for fall student teaching will participate in graduation the *following* May.

Consult with your academic and financial aid counselors to see what option will work best for you.

Elementary AND Secondary Candidates:

First submit your Application for Degree form to the department chairperson of your major(s) and/or minor(s). Once that is completed, submit the form to the School of Education office for certification requirements. The completed form must be submitted to the Registrar and Advising office.

Non-Education Majors/Minors:	Biology	Chemistry
French	Geography	German
Health	History	Mathematics
Music	Physical Education	Physics (minor)
Political Science	Social Studies	Spanish
Speech	Visual Arts Education	English

Indicate below the status of your Application for Degree form:

- I have obtained all the necessary signatures and have submitted the form to the Registrar.
- I obtained signature(s) from non-education major/minor departments and have submitted the form to the School of Education for review; the School of Education will forward this to the Registrar.
- All my majors/minors are within the School of Education and so I have submitted the form to the School of Education for review; the School of Education will forward this to the Registrar.
- As I have already graduated, my Application for Degree has already been processed.