

AQUINAS COLLEGE

School of Education

Student Teaching Internship Application Information & Instructions

Deadline for Application Submission

- **Fall Student Teaching** – Applications will be accepted until **December 1st** of the year prior to the fall semester you intend to student teach.
- **Spring Student Teaching** – Applications will be accepted until **May 1st** of the year prior to the spring semester you intend to student teach.
- **Note:** If the 1st of the month falls on a weekend or holiday, the deadline shifts to the next business day.
- **Late Applications:** Applications received after the deadline may be assessed a **\$150.00 late fee**.

Audit & Approval Process

Audit: Before a teacher candidate can be approved for the student teaching internship, their academic record must be audited to ensure that all program and clinical requirements have been met. When the application is received, an audit will be initiated. Applications are not complete until all required elements are received, including documents and coursework.

All required elements include:

- A professionally composed Resume and Statement of Teaching Philosophy
- All required program coursework is complete or a plan for completion has been received before the student teaching internship semester is set to begin
- All required major courses receive a “C” or better. There are no outstanding incompletes
- Minimum cumulative GPA of 2.5
- Graduation application has been submitted to the Registrar’s office via Self Service
- A minimum of **200 documented clinical hours** have been completed before the apprenticeship semester

Missing required elements may result in a delay or denial of the application. Teacher candidates will be notified by email from the School of Education office if any required elements seem to be missing so they can respond. Teacher candidates should regularly monitor their Aquinas email account for messages regarding concerns or questions from the School of Education.

Following an audit of the academic and program record, your application will be forwarded to the faculty of the School of Education for review. Faculty of Education have the right to

question or object to a candidate's application. If the faculty question a candidate's readiness, the candidate will be notified in writing and have the opportunity to respond.

Conditional Approval will be granted after the School of Education's faculty have reviewed and approved the Student Teaching Internship application. Teacher candidates should assume that their application has been conditionally accepted unless they hear otherwise from the School of Education. Please note that conditional approval does not guarantee that the Student Teaching Internship will go forward. In addition, the Director of the Student Teaching Internship will be working with the teacher candidate to secure a student teaching placement at the same time that the application is being reviewed. Agreement on the placement for the internship between the candidate and the Director does not guarantee that the Student Teaching Internship will go forward. All final approval requirements must be satisfied before approval is granted.

Final Approval will be granted once the following requirements have been met:

- All unfinished requirements for the program major(s) and graduation have been satisfied and documented, with the exception of the Student Teaching Internship.
- Required grades and GPA have been met.
- A passing grade is received in *EDUC 480 Teaching Apprenticeship and Seminar*
- A minimum of 250 clinical hours have been completed or a written plan has been established to meet the state required total of 600-650 hours

Teacher candidates will be notified of their application approval via email from the Director of the Student Teaching Internship. Teacher candidates should regularly monitor their Aquinas email account for messages regarding concerns, missing information, or application approval.

Placement Policy

The Michigan Department of Education has specific guidelines regarding the placement of teacher candidates during the student teaching internship semester. Aquinas College carefully adheres to those guidelines, including the professional credentials of the mentor teacher and the number and diversity of placements of clinical hours on the candidate's clinical experience record. All placements are to be arranged by the Director of the Student Teaching Internship. Therefore, teacher candidates should **not** make arrangements for their own placement. If the candidate would like to discuss options or opportunities that present themselves, they should contact the Director of the Student Teaching Internship directly. Under no circumstances should the teacher candidate contact a school principal or classroom teacher directly to request a placement. Students will be notified by the Director of the Student Teaching Internship when a placement has been agreed upon.

Distance Placement Informations

A distance placement refers to any school that is more than 25 miles from the Aquinas College campus. Students may request a distance placement using the application form. Although the Director of the Student Teaching Internship cannot guarantee that the distance placement is

possible, they will make every effort to honor the request. Because of the extra distance required to travel to the school and back, a mileage fee will be assessed to cover the additional travel expenses for each in-person visit.

Application Form

A link to the application will be emailed to the teacher candidate who must provide all requested information via Watermark. If applicants are unsure of what is being requested, reach out to the School of Education's Certification Officer by email schoolofed@aquinas.edu, calling 616-632-2800, or stopping into the School of Education's main office (AB260) during regular business hours.

Required Documents to be uploaded with the application:

Resume: Provide a professional resume that articulates career aspirations and documents academic and professional experiences. Include any extracurricular activities and leadership positions. It is strongly recommended that applicants contact the [AQ Advantage Center](#) located in AB 113 & AB 115 or by calling 616-632-2126 for assistance in the construction and review of their professional resume before it is uploaded with your application. The quality of a professional resume will impact a candidate's placement. Most school principals and classroom teachers require the candidate's resume and a personal interview before accepting the candidate's placement in their school.

Statement of Teaching Philosophy: A statement of teaching philosophy is a concise 1-to-2-page narrative that explains your core beliefs about teaching and learning, how you apply them in the classroom, and how you measure student success. This should be well organized and completely free of errors. Be sure to include a document title that includes your name at the top of the page. Core components of the statement should include:

- **Opening / Conception of Teaching:** Start with a strong thesis statement defining your core identity as an educator, what student learning means to you, and your overarching goals.
- **Pedagogical Methods in Action:** Describe *how* you teach day-to-day (e.g., active learning, group work, inquiry-based labs, discussion) rather than just listing buzzwords.
- **Inclusive Learning Environment:** Explain how you support diverse learners, ensure accessibility, and build an equitable, welcoming classroom for all undergraduate students.
- **Student Assessment and Feedback:** Detail how you measure whether students are learning (e.g., formative quizzes, rubrics, drafts, reflections) and how you use that data to adjust your instruction.
- **Professional Growth and Future Plans:** Share how you evaluate your own teaching (evaluations, peer observations) and outline courses or mentorship opportunities you hope to develop at the target institution.

It is strongly recommended that applicants contact the [AQ Writing Center](#) located in JLH 139 or by email at thewritingcenter@aquinas.edu for assistance in the construction and review of their professional personal statement before it is uploaded with the application.

If there are any questions regarding the Student Teaching Internship application, required documents, or the information and instructions on this document, contact the Certification Officer in the School of Education at schoolofed@aquinas.edu, call 616-632-2800, or stop by the School of Education's main office (AB260) during normal business hours.