



# Instructions for Completing the Student Teaching Application

Teacher Education Program  
PO Box 9088 • Petersburg, VA 23806  
Phone (804) 524-5358 • Fax (804) 524-5757

The student teaching experience is a direct, substantial, and full-day obligation, which spans a minimum of 13 weeks. Standards require the prospective teacher to spend a minimum of 300 clock hours in the classrooms on a full-time basis.

Applying for a student teaching internship represents an important milestone in the pursuit of a professional teaching career. The attached application materials provide you with a significant opportunity to present yourself and your experiences positively to one or more school divisions. **Make your application, cover letter, and résumé look professional.**

Please note that if you wish to student teach in the fall, you must submit your application by **April 10** of the previous semester. If you wish to student teach in the spring, you must submit your application by **October 15** of the previous semester.

The following criteria must be met to be eligible to student teach.

- Prior Admission to Teacher Education**  
If you have not been previously admitted to the Teacher Education Program, you may still apply to student teach. However, you will not be approved to student teach until you have met all requirements for admission to the Teacher Education Program. Please note that you must pass Praxis I to be admitted to the Teacher Education Program.
- C or above in all professional education and content area coursework (no incompletes)**
- Minimum 2.5 GPA**
- Passing Praxis II Scores**
- Passing Virginia Communications and Literacy (VCLA)**
- Completion of the Reading for Virginia Educators Assessment (RVE)**(only applies to students seeking an Elementary or Special Education endorsement)
- Child Abuse Module Certificate**
- Completed Application Packet** (see *Specific Directions and Application Checklist* for more information)

Once you submit your application, it will be reviewed and you will be notified of your status in writing by November 20. You are advised to register for EDUC 401 (Seminar) and EDUC 402 (Student Teaching) and attend the seminar course as listed on your schedule. You will receive your student teaching placement in writing during the month of January if you meet the criteria.

## General Directions

1. Download forms to a disk on a PC. Be sure to keep a backup copy of all application materials.
2. Complete forms ST-1, ST-1S, ST-1C, and ST-1R as indicated in the directions for each.
3. Print your cover letter on regular printer paper. It does not require a special form or special paper.
4. Word process all forms. Handwritten documents will not be accepted.

## Specific Directions and Application Checklist

**Application for a Student Teaching Internship (ST-1)**

Please complete this form in its entirety. Incomplete applications can not be processed.

**Application for a Student Teaching Internship—Supplement (ST-1S)**

Use this form to provide any information that would be helpful to the Center for Teacher Education in determining your student teaching internship site. The supplemental application is not sent to the school division. It is used internally only.

**Physician's TB Screen/Test Results**

Virginia law requires a tuberculosis (TB) screening and/or skin test or chest x-ray showing that an individual is free of this communicable disease before extended work in public schools is permitted. The screening and/or test must be performed within the nine months immediately preceding student teaching. After you have the screening, please make a copy of the card you receive and submit a copy with your application.. Keep the original for yourself.

Hard copies of your TB screening/test results must be on file in the Professional Education Programs Office or you will not be assigned an internship. You must provide your test results by the application deadline.

**Advisor Certification Form (ST-1C)**

**Your advisor must complete this form** confirming that you will have completed the following steps and are conditionally recommended for a student teaching internship, upon the successful completion of courses in which you are currently enrolled:

- a) completed all required coursework,
- b) maintained a cumulative GPA of 2.5 or higher, and
- c) passed Praxis I and Praxis II.

**Application Cover Letter**

Prepare a *general* application cover letter (no longer than two pages), using formal business letter format. Address it "To Whom it May Concern." Include your address, the date and a closing *with your signature*. The text should be single-spaced with double spaces between paragraphs.

Introduce yourself (but do not begin with "My name is..." or use your name in the body of the letter. Explain several salient events and/or circumstances that have influenced your decision to become a teacher. *It is also very important to describe your educational experiences with children in detail; include observations and practicum experiences, as well as any job or extra-curricular activities you have pursued.*

**Character Reference Form (ST-1D)**

A faculty member in your academic area/concentration must complete this form rating your disposition in several areas.

**Résumé (ST-1R)**

Use ST-1R to provide information about your educational background, activities, skills, and interests. Please remove the content suggestions from each section and enter your information. Also remove the ST-1R from the top of the page.

**Unofficial Transcript**

**Completion of the Child Abuse and Neglect online training: [http://www.vcu.edu/vissta/training/va\\_teachers/](http://www.vcu.edu/vissta/training/va_teachers/).**

After you complete the course, print the certificate and include it in your application packet.

**Copies of Assessments: Praxis II, Virginia Communications and Literacy Assessment (VCLA) and the Reading for Virginia Educators (if applicable) scores.** Please make a copy of the scores that ETS sends to you. They include information that the unit needs for assessment that is not included in the ETS institutional report.



# Student Teaching Internship Application

ST-1

Center for Professional Education Programs • 108 Harris Hall  
PO Box 9088 • Petersburg, VA 23806  
Phone (804) 524-5358 • Fax (804) 524-5757

## I. Student Teaching Semester

Please indicate the semester in which you wish to be placed in a student teaching internship by placing an "X" beside the semester and type the desired year:

<input type="checkbox"/>	Semester	Year (i.e., 2014)
<input type="checkbox"/>	Fall	_____
<input type="checkbox"/>	Spring	_____

## II. General Student Information

Name

_____	_____	_____	_____
Last	First	Middle/Maiden Name	Preferred Name

Student ID No. \_\_\_\_\_

Email Address \_\_\_\_\_

Local Street Address

\_\_\_\_\_

Street Address

\_\_\_\_\_

City, State Zip (Area Code) Phone No.

Permanent Home Address

\_\_\_\_\_

Street Address

\_\_\_\_\_

City, State Zip (Area Code) Phone No.

Address for the semester you will be student teaching

\_\_\_\_\_

Street Address

\_\_\_\_\_

City, State Zip (Area Code) Phone No.

**Have you ever been convicted of a felony in the U.S. (or territories) or found guilty of a criminal offense in another country?**  Yes  No

(If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court of conviction.)

**Have you ever been found guilty of a misdemeanor involving children or drugs?**  Yes  No

(If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court of conviction.)

**Have you ever had a teaching certificate or license denied, revoked, cancelled, or suspended?**  Yes  No

(If yes, please attach a statement giving full details and official documentation of the action taken.)

### III. Academic Information

Academic Major \_\_\_\_\_  
 Endorsement Area Code See below for endorsement listing. Delete contents of this box before printing.  
 Praxis I Scores \_\_\_\_\_ Reading \_\_\_\_\_ Writing \_\_\_\_\_ Mathematics \_\_\_\_\_  
 Praxis II Scores \_\_\_\_\_ Test Name \_\_\_\_\_ Test Scores \_\_\_\_\_

Where did you attend school?

Name of Schools: \_\_\_\_\_ County or City and State: \_\_\_\_\_  
 Elementary: \_\_\_\_\_  
 Middle: \_\_\_\_\_  
 Secondary: \_\_\_\_\_  
 Practicum Placements: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Major/Content Area	Endorsement	Code
Administrative Systems Management (formerly Business)	Business Education 6-12	ASYM 6-12
Agricultural Education	Agriculture Education 6-12	AGRI 6-12
Biology	Biology 6-12	BIOL 6-12
Chemistry	Chemistry 6-12	CHEM 6-12
Driver Education (add-on endorsement for Physical Education)	NA	DRED
English	English 6-12	ENGL 6-12
Family and Consumer Sciences	Family and Consumer Sciences 6-12	FACS 6-12
Health and Physical Education	Health and Physical Education PreK-12	HPER pK-12
History and Social Science	History and Social Science 6-12	HIST 6-12
Interdisciplinary Studies	Elementary grades PreK-6	ELED pK-6
Interdisciplinary Studies	Special Education – General Curriculum	SPED
Mathematics	Mathematics 6-12	MATH 6-12
Music (Instrumental)	Music – Instrumental PreK-12	MUSI INST pK-12
Music (Vocal/Choral)	Music – Vocal/Choral	MUSI VO/CH pK-12



# Student Teaching Application Supplement

ST-1S

Center for Teacher Education • 108 Harris Hall • PO Box 9074 • Petersburg, VA 23806  
Phone (804) 524-5358 • Fax (804) 524-5757

## General Student Information

Name

\_\_\_\_\_

↑ Last

First

Middle/Maiden Name

Preferred Name

Student ID No.

\_\_\_\_\_

This supplement is *not* sent to any school divisions; it is used internally to gather information useful in determining a placement for you.

## Placement Preference

- Chesterfield County
- Prince George County
- Henrico County
- Hopewell City
- Richmond City
- Other (                    )

Please check the level at which you desire to teach upon graduation and licensure:

- Elementary                       Middle                       Secondary

Please provide any comments or information that would be helpful in requesting your student teaching internship placement:

Please list schools where relatives are employed, or siblings or children are enrolled below.

School	City or County	Relationship	Employee or Student
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Student Teaching Guidelines

1. I am familiar with the requirements for admission to student teaching as stated in the VSU catalog. To the best of my knowledge I have fulfilled these requirements.
2. I may request a conference with the Director of Field Experiences to discuss my student teaching situation. The Department of Teaching and Learning will work with me on any unique circumstances, but will make my placement according to the following guidelines:
  - a. Local student teaching placements are made in accredited Virginia public and private schools, programs, and agencies within approximately one hour's driving distance from campus.
  - b. All placements are based on established criteria, including availability of appropriate supervision.

**I may not contact specific school divisions, at specific schools or specific teachers to request an internship.**  
*Under no circumstance will I try to secure my own placement.*

3. I authorize the Professional Education Programs Unit to secure and send a copy of my VSU transcript to a school division as part of my student teaching application. I will supply a copy of my transcript if I completed my undergraduate course work at another institution.
4. Some school divisions have different tuberculosis (TB) policies, require an additional application form, a personal interview or a background/security check. The Professional Education Programs Unit can provide information about specific school division policies, but I am responsible for completing these extra requirements.
5. My student teaching placement will not be requested or will be withdrawn if I do not meet **all** deadlines and criteria. If I wish to student teach in a subsequent semester, *I must notify the Coordinator of Field Experiences in writing; my application will not be automatically reactivated.*
6. The Professional Education Programs Unit will make every effort to secure my placement on a timely basis; however, the Unit cannot always predict when placements will be confirmed. I will be notified as soon as information about my placement is available.
7. I understand that my preference for placement may not be possible, and I agree to accept the student teaching internship assigned to me by the Coordinator of Field Experiences and Special Projects.
8. I must clear **all** incomplete grades in education courses prior to student teaching and I may not take any courses during the semester I will student teach, except EDUC 401 Student Teaching Seminar.
9. I am responsible for my own housing and transportation.
10. Student teaching is considered a **full-time responsibility** that may involve before school, after school, or weekend activities. I understand that I will be expected to plan for, and participate in, all of the professional tasks and activities engaged in by my cooperating teacher. I understand that my participation in other work or extracurricular activities may not interfere with, or detract from, my student teaching performance.
11. I understand that during student teaching, I will follow the *schedule/calendar of the school division* to which I am assigned, not the VSU schedule/calendar. This includes any breaks and/or make-up days scheduled by the school division.

**I have read and understand the following Student Teaching Guidelines:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Student Teaching Advisor Certification Form

ST-1C

Center for Teacher Education ▪ 108 Harris Hall ▪ PO Box 9074 ▪ Petersburg, VA 23806  
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### TO BE COMPLETED BY THE STUDENT

Name

\_\_\_\_\_

↑ Last                                  First                                  Middle/Maiden Name                  Preferred Name

Student ID No.

\_\_\_\_\_

Semester Internship is Requested     Fall                     Spring                    20\_\_\_\_

### TO BE COMPLETED BY THE ADVISOR

According to departmental records and the student's transcript (attached), this student

\_\_\_\_\_ Will have completed all curricular requirements (except EDUC 401 and EDUC 402) by the end of the current semester.

\_\_\_\_\_ Has received a "C" or better in content and professional studies courses (see attached Course Grade Evaluation form).

\_\_\_\_\_ Has a GPA of 2.5 or higher: \_\_\_\_\_ (please provide GPA)

\_\_\_\_\_ Has passed admission requirement

\_\_\_\_\_ Has passed the Virginia Communications and Literacy Assessment

\_\_\_\_\_ Has passed Praxis II (if applicable)

\_\_\_\_\_ Has passed the Reading for Virginia Educators Assessment (if applicable)

\_\_\_\_\_ Has completed the online Child Abuse and Neglect training module

The aforementioned student is currently enrolled in the following courses:

Course Number	Course Description	Credit Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If the student does not qualify for student teaching, please explain below:

Please sign and print your name below verifying that the information above is accurate.

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



# Student Teaching Character Reference Form

ST-1D

Center for Teacher Education ▪ 108 Harris Hall ▪ PO Box 9074 ▪ Petersburg, VA 23806  
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Name \_\_\_\_\_  
Last First Middle/Maiden Name Preferred Name

Student ID No. \_\_\_\_\_

### TO BE COMPLETED BY AN A FACULTY MEMBER IN THE ACADEMIC AREA/CONCENTRATION

Please rate the candidate using the following rating scale. Please refer to the rubric on page 9 to determine your responses.

	Exceptional 4	Proficient 3	Basic 2	Unsatisfactory 1	Not Observed
1. <b>Competent</b> in accomplishing class goals					
2. Communicates <b>effectively</b>					
3. <b>Effective</b> in analyzing problems, selecting materials, and reaching conclusions appropriate to the task					
4. Takes pride in and <b>cares</b> for his/her work					
5. <b>Competent</b> when working with others					
6. <b>Effectively</b> controls emotions					
7. Is <b>Reflective</b>					
8. Accepts and profits from constructive feedback					

Please add any additional information that would help the Coordinator of Field Experiences and Special Projects, faculty, and school district liaison determine the success of this candidate for student teaching.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## EVALUATION RUBRIC

	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Exceptional</b>
1.	Rarely comes to class prepared to contribute to discussion and activities.	Comes to class on most days, prepared to contribute to discussion and activities.	Comes to class prepared to contribute to discussion and activities.	A class leader comes to class prepared to contribute to discussion and activities.
2.	Is not able to express ideas clearly and concisely in writing nor verbally. Writing lacks cohesion and contains many errors.	Expresses ideas clearly orally, but not in writing. Writing lacks strong organization and contains some errors.	Expresses ideas clearly and concisely orally and in writing. Writing is generally free from errors and well organized.	Verbally expresses ideas clearly and concisely. Writing demonstrates mastery of the English language and the ability to clearly organize and express ideas.
3.	Is not resourceful when problem solving and selecting materials. Does not seek guidance or additional information to ensure understanding.	Is not resourceful when problem solving and selecting materials. Requires explicit guidance and asks many questions to gain clarity.	Demonstrates some resourcefulness when problem solving and selecting materials. Asks questions to gain clarity.	Demonstrates resourcefulness and insight when problem solving and selecting materials as it relates to classroom activities and academic growth.
4.	Work and presentations are neither neat, nor organized nor professional in appearance and content. Does not use technology in preparation or presentation of material.	Work and presentations are neat in appearance, but often disorganized in content. Technology use is limited in preparation and presentation of materials.	Work and presentations are generally neat and organized in appearance and content. Uses technology in preparation and presentation of materials.	Work and presentations are neat, organized and professional in appearance and content. Uses technology extensively in preparation and presentation of materials.
5.	Does not work effectively in groups, failing to contribute to the achievement of goals, showing little to no cooperation and collaboration.	Works effectively in groups, contributing to the achievement of goals, showing cooperation and collaboration.	Works effectively in groups, contributing to the achievement of goals, cooperating and collaborating as necessary.	Works effectively in groups, is a leader in contributing to the achievement of group goals, and showing a high level of cooperation and collaboration.
6.	Is unable to express ideas, thoughts and feelings in a professional manner. Often shows a high level of emotion when discussing topics.	Able to express ideas, thoughts and feelings in a professional manner, sometime showing a high level of emotion when discussing topics.	Able to express ideas, thoughts and feelings in a professional manner.	Able to express ideas, thoughts and feelings in a professional manner, avoiding emotional outbursts.
7.	Does not use past experiences to influence future approaches to challenges.	Inconsistently uses past experience to influence future tasks and challenges.	Sometimes uses past experiences to improve future approaches to challenges.	Uses past experiences to improve future approaches to challenges.
8.	Rarely takes feedback into consideration.	Often takes feedback into consideration.	Takes feedback into consideration when completing projects and tasks.	Able to recognize potential problems and makes constructive changes in tasks.



## YOUR FULL NAME

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**VSU LOCAL ADDRESS:**  
123 College Street  
Petersburg, VA 23806

**PERMANENT HOME ADDRESS:**  
123 Degree Drive  
Anywhere, VA 23456

**EDUCATION**

Virginia State University, Degree, Major, completion date  
Major GPA:

Teacher Licensure Area: (e.g. Early Childhood Education)  
Cumulative GPA:

Information on other colleges attended should go here.

**UNIVERSITY ACTIVITIES  
AND HONORS**

Fraternalities/sororities, clubs/memberships, projects

**EMPLOYMENT**

Job title, place of employment, dates of employment (list most current first)  
▪ Brief job duties if needing explanation (some jobs are self-explanatory)

Job title, place of employment, dates of employment  
▪ Brief job duties

Job title, place of employment, dates of employment  
▪ Brief job duties

**OTHER RELEVANT  
ACTIVITIES**

List volunteer work, church activities, etc. (any activities involving children), including dates or number of years.

**SPECIAL SKILLS OR  
ABILITIES**

List unique skills you have, such as speaking and/or understanding a foreign language, writing children's stories, painting, drawing, or athletic abilities.

**TECHNOLOGY SKILLS**

List all computer and technology skills you have (e.g., Microsoft Office, digital camera, e-mail).