

The University of Montana
Elementary Student Teaching Application
Undergraduate and Post-baccalaureate Students



Student Teaching Application Deadlines:

Semester	Application Deadline
Autumn	February 10 by 5:00 pm
Spring	September 5 by 5:00 pm

Applications are due the next UM business day if the deadline falls on a weekend or UM holiday.

Incomplete and late applications will not be accepted. If you cannot meet the deadline, you will need to defer your student teaching placement to the following semester.

Overview and General Guidelines

Download, read, and save the Student Teaching Handbook from the Phyllis J. Washington College of Education website. The Handbook provides essential information about the student teaching experience and is a resource you must refer to throughout the student teaching semester.

Applying for a student teaching placement is a significant milestone in your professional career. Your advisor, the Office of Clinical Experiences, and the Licensure Office will review your application. School principals, superintendents, and cooperating teachers will review your professional documents to determine whether they would like to mentor you for your student teaching assignment. This process may include interviewing with the school principal and prospective cooperating teacher(s).

Students are not permitted to make their own arrangements for student teaching. However, student input will be considered during the placement process. You will have the opportunity to share your preferred student teaching locations and list your preferences on this application. In addition, you will discuss your placement list during your interview with the Office of Clinical Experiences. Placement in a school where a relative attends or works is not recommended.

If a classroom teacher mentions that they would like to request you as a teacher candidate, please ask that teacher to contact the Office of Clinical Experiences to formalize the request. Teacher requests will be considered in the placement process.

Taking any other courses during student teaching is not permitted. If extenuating circumstances exist, students can submit a Request for Program Exception form (available in Teacher Education Services or on the PJW College of Education website) for consideration by the Teaching and Learning Policy Committee.

Outside employment during student teaching is not recommended. Plan to minimize employment hours as much as possible during student teaching.

All students are expected to accept their school assignment. Missoula schools cannot accept all student teaching and clinical experience placement requests. Driving, biking, walking, and public transportation may be needed to access area schools. Commuting or carpooling to an outlying school district may be required. Due to high demands, students who do not accept their initial placement must defer student teaching until the following semester.

Students interested in out-of-state or international student teaching experiences must obtain the guidelines from the Office of Clinical Experiences and PJW College of Education website.

If you must cancel or defer your student teaching placement, you must notify the Office of Clinical Experiences immediately.

General Student Teaching Timelines

When you submit your student teaching application, you will sign up for an interview with the Office of Clinical Experiences. During the interview, you will have the opportunity to discuss your student teaching preferences.

Once your complete student teaching application is submitted, your materials will be audited by the Office of Clinical Experiences and Licensure Office. Any issues will be brought to your attention during the interview.

Placements are recruited, and applications are sent to prospective schools over a period of a few months. Placement confirmations are typically announced, and materials sent anywhere from 2 weeks to 3 months in advance of the start of the placement.

Registration materials will be emailed during priority registration – early November for Spring student teacher candidates and late April for Autumn student teacher candidates.

General Application Information

There are three main components to the student teaching application (specific details for each area are provided below, and there is a checklist at the end of this document):

- **Application Form:** Includes your contact information, preferences, and documentation of your required coursework.
- **Supporting Documentation:** Includes the Student Agreement Form, CPR/First Aid certification, and your graduation application.
- **Professional Documents:** Includes your cover letter, resume, and transcripts.

Application Form Information

Complete the application form included in this document. You must calculate your elementary content GPA for the core courses. This GPA is one factor used to determine your eligibility for teaching licensure. Additional instructions for calculating GPA are included at the end of this document.

Please fill in the form electronically - handwritten forms will not be accepted. Once complete, print the form and sign on the signature line.

Notes: For the “term” column, use the following abbreviations followed by the two-digit year – Au = Autumn, Sp = Spring, Su = Summer. If a course is in progress or scheduled for an upcoming semester, fill in the “term” column and leave the “grade” column blank.

If you are also completing a teaching major or minor in another field, you must complete the major or minor requirements form and obtain the appropriate advisor’s signature (reading and library do not require an advisor's signature). The major and minor forms can be found on the PJW College of Education website.

Supporting Documentation Information

Student Agreement Form: Complete and sign the Student Agreement Form.

Graduation Application: Undergraduate elementary education majors must complete a graduation application and turn it in with the student teaching application. The graduation application is available online and at the end of this document. The Licensure Manager will review and sign the application, and you can pick it up at your interview. You are responsible for submitting the graduation application to the Office of the Registrar.

Note: the following items must be complete when submitting the student teaching application. If these items are incomplete (including First Aid and CPR certification), you must defer your student teaching until the following semester.

First Aid/CPR: All teacher candidates must have current Adult and Child CPR and Standard First Aid certifications. This training must be completed in person. Attach a copy of the CPR and First Aid cards (both the front and the back) to your application, verifying that you have completed the training. Please note that not all classes contain CPR and First Aid, so verifying both components at course enrollment will be necessary.

Background Check: Background checks are valid for two years; therefore, nearly all teacher candidates must complete a new background check before student teaching. A current fingerprint-based background check must be valid for the entire length of the student teaching experience. A new background check will be required for Montana teaching licensure. Forms are available at Teacher Education Services. If you request a placement in another state, you may be required to complete a fingerprint-based background check for that state.

Professional Documents Information

Transcripts: You must order an unofficial transcript from Teacher Education Services. The order form is found at the end of this document. One week of processing time is required. Transcripts will be released solely to the student, and students must show ID at the time of pick up. Cyberbear transcripts are not accepted substitutes.

Post-baccalaureate students, if your undergraduate degree is not from UM, a transcript from that institution (unofficial is permitted) must be included in your application.

Cover Letter and Resume: School principals, superintendents, and cooperating teachers will review your professional documents to determine whether they would like to mentor you for your student teaching experience. For help preparing your cover letter and resume, we suggest contacting UM's Office of Experiential Learning and Career Success.

Prepare a general application cover letter, in a standard business format, addressed "Dear School Administrator." The body of the letter should follow the format described below.

- Introduction – Introduce yourself and your area of study. Explain the events and circumstances that have influenced your decision to become a teacher. Express your excitement and desire for a student teaching placement in your area of study. Do not mention a specific district, school, teacher, or grade.
- Body of the letter – Describe your most important qualifications, including a description of your educational experiences, clinical experiences, and any work or volunteer activities.
- Experience – In relation to your experiences, you may want to indicate any opportunities to learn something new or an opportunity to continue to work in a specific area, curriculum, or a particular type of school or community setting.
- Closing – Indicate that your resume and transcripts are enclosed and that you look forward to your student teaching experience.
- Remember to sign the cover letter.

Submit a professional resume (1 page) that includes the following information:

- Your name, address, telephone number, and @umontana.edu e-mail address
- Degree sought or earned, institution(s), month and year of completion, cumulative GPA or major GPA
- and minor GPA if applicable.
- Teaching experience - include field experiences
- Teaching-related work experience
- Other work experience – involvement in University or community activities and organizations
- Special skills, training, or interests (musical talents, coaching, etc.)
- Diverse or multicultural experiences – this may include travel inside or outside the U.S. or experiences with diverse populations.

Note: Your resume is a brief outline of your work/school experience that an administrator should be able to skim. Think bulleted phrases, not paragraphs, and keep it to one page whenever possible.

Professional Documents: In addition to submitting printed copies of your cover letter, resume, and transcripts, all materials need to be hand delivered in person to the Office of Clinical Experiences on the second floor of the Education Building. Please do not scan, combine, or email these documents.

GPA Calculation Tips

Cumulative, major and minor GPA must be a 2.75 or above for candidates student teaching in Montana and a 3.0 or above for candidates wishing to student teach out-of-state or internationally. No grade below a C- is accepted toward major or degree requirements. When determining grade point averages, include all transfer credits.

To convert quarter credits to semester credits, multiply the quarter credits by .66 (i.e. 4 quarter credits x .66 = 2.66 semester credits). If these credits appear on the UM transcript, the Office of the Registrar may have completed this conversion for you.

Calculating GPA: Divide total grade points by the number of credits attempted. Credits attempted include failing grades that have not been repeated but does not include grades of incomplete or credit/no credit.

Grade Points:

A = 4	B+ = 3.3	C+ = 2.3
A- = 3.7	B = 3	C = 2
	B- = 2.7	C- = 1.7

Example

	Credits Completed	Grades	Grade Points
WRIT 101	3	A	12
BIOB 226N	5	B	15
HSTA 255	3	B+	9.9
EDU 331	3	A-	11.1
M 132	3	B	9
Total	17		Total 57
57 grade points divided by 17 credits = 3.35			

Student Teaching Application Checklist

- ☐ Elementary Student Teaching Application Form – Undergraduate and post-baccalaureate students
- ☐ Additional Teaching Major/Minor requirements form signed by advisor, if applicable
- ☐ Graduation Application
- ☐ Student Agreement Form
- ☐ CPR and First Aid documentation
- ☐ Current Background Check
- ☐ Transcripts (unofficial from Teacher Education Services)
- ☐ Cover Letter
- ☐ Resume
- ☐ Deliver all materials in person to the Office of Clinical Experiences

Elementary Student Teaching Application Form

Undergraduate and Post-baccalaureate Students

Name	
Student ID	
Phone Number	
UM Email Address	
Local Address (Street, City, State, Zip)	
Permanent Address (Street, City, State, Zip)	

Student Teaching Placement Sites

Students may request a local placement (Missoula area). Local placements are within a 50-mile radius of Missoula that include schools in Albion, Arlee, Bonner, Clinton, Corvallis, Drummond, Florence, Frenchtown, Hamilton, Lolo, Missoula, Potomac, Seeley Lake, St. Ignatius, Stevensville, and Victor. Do note that local placements are not always possible. There are often more requests to student teach locally than there are available cooperating teachers. Some fields of study have a higher demand than others. With this in mind, others choose to conduct their field experience where they have friends or family: out-of-area (includes all Montana cities outside a 50-mile radius of Missoula) or out-of-state.

Use the grid below to indicate your student teaching placement preference.

Check One	Placement Preference
☐	I am requesting a Local Placement (Missoula area) student teaching placement
☐	I am requesting an Out-of-Area Placement: Montana City Requests 1. 2. 3.
☐	I am requesting an Out-of-State Placement: State: City:
☐	I am requesting an International Placement: Country:

- ☐ Will ☐ Will Not accept a placement in a private school (e.g. Sussex)
- ☐ Will ☐ Will Not accept a placement in a private, religious school (e.g. St. Joseph Catholic School)

Do you have relatives attending school or employed in the K-12 education system in the area where you prefer to student teach? If so, who and where?
List and explain any disability or medical condition that should be considered in your student teaching placement.

I understand that the Clinical Experiences Office and Licensure Office have the right to verify information on this application. To obtain a student teaching placement, I give permission to forward my application materials (including my transcripts) to prospective school administrators and classroom teachers.

Student Teaching Applicant Signature _____ Date _____

**Elementary Student Teaching Application
Course Requirements Form
Undergraduate and Post-baccalaureate Students**

Name		Student ID	
Cumulative GPA		Elementary Content GPA*	
Other Teaching Major/Minor, if applicable		Other Teaching Major/ Minor GPA, if applicable	

Elementary Content Core Courses

(*Use these courses to calculate Elementary Content GPA)

[illegible]

Remaining Elementary Required Courses

Course Title	Cr	Term	Grade	Approved Substitute	Institution	Credits	Grade
"L" literature course:	3						
"H" history course:	3-4						
ARTZ 302A Elem. School Art	2						
THTR 239A Creative Drama/Dance K-8	2						
MUSE 397 Methods: K-8 Music	2						
HEE 302 Strat in Elem PE	3						
EDU 222 Educ. Psych & Child Development	3						
EDU 338 Academic Interventions	3						
EDU 395 Clinical Experience: Level 1	1						
EDU 397 Methods: K-4 Early Numeracy	3						
EDU 397 Methods: PK-3 Early Literacy	3						
EDU 339 Methods: PK-8 Language Arts	3						
EDU 346 Exceptionalities	3						
EDU 370 Integrating Tech into Education	3						
EDU 395 Clinical Experience: Level 2	1						
EDU 407E Ethics and Policy Issues	3						
ENST 472 General Science: Conservation Education	3						
EDU 340 Classroom Management	3						
EDU 451 Clinical Experience: Level 3	1						
EDU 497 Methods: 5-8 Math	3						
EDU 497 Methods: K-8 Social Studies	3						
EDU 497 Methods: K-8 Science	3						
EDU 497 Methods: 4-8 Reading	3						
EDU 495 Student Teaching K-8	14						
EDU 494 Applied Research and Reflective Practice	1						

Student Teaching Agreement Form

Your initials and signature indicate you have carefully read, understand, and agree to follow the rules and policies regarding student teaching through the University of Montana along with your responsibilities in the school community for the instruction, safety, and welfare of students.

Please initial by each item below.

_____ I understand I must have full admission to the Teacher Education Program.

_____ I understand that candidates are not allowed to arrange their own placements for student teaching.

_____ I understand that candidates are expected to accept their confirmed school assignment. Those who do not/cannot accept their confirmed placement may need to defer student teaching until the following semester.

_____ I understand and will observe the Professional Educators of Montana Code of Ethics and the Department of Teaching & Learning professional behavior expectations as outlined in the Teacher Education Program Policy Handbook and the Student Teaching Handbook.

_____ I understand the Student Teaching Handbook is my first reference concerning student teaching responsibilities.

_____ I have reviewed the Charlotte Danielson Framework for Teaching and the standards for grading to evaluate my teaching abilities.

_____ I understand that as an undergraduate or post-baccalaureate student I am not to take any other courses while student teaching. I understand that as a graduate student I may take one course with permission from my advisor. If unusual circumstances exist, I will complete a Program Exception Form for review by the Clinical Experiences Committee.

_____ I understand that four seminars are required for the student teaching clinical experience. I understand that failure to participate in the assigned seminars and/or alternative assignments will impact my final student teaching grade.

_____ I understand that while enrolled in the Teacher Education Program, I am required to immediately disclose any occurrence of the following to the Director of Clinical Experiences:

- charges or convictions other than a minor traffic violation;
- arrest, indictment, or conviction of felony charges.

Failure to notify the Director immediately may result in delay of program completion or removal from the program.

_____ I understand the legal responsibilities under which a teacher must perform and Montana's code regarding certification, suspension, revocation and denial and the appeals process regarding teaching licensure.

Name: _____

UM ID#: _____

Signature: _____

Date: _____

The University of Montana Student Teaching Transcript Request

This request is for one *unofficial* transcript to be attached to your student teaching application only. All other unofficial and all official transcript requests must be submitted to the Registrar's Office. Submit this form to Teacher Education Services reception area, second floor of the Phyllis J. Washington Education Center. **One week processing time required. Transcript will be released solely to the student to which it belongs. Student must show a photo ID at time of pick up.**

Name: (Please Print) _____
Last First Middle/Maiden

Previous/other names: _____

Student ID number: _____ Birth date: _____

Phone: _____ Email address: _____

Request signature: _____

Pick up signature: _____

Date of request: _____

Administrative Use Only

Date printed: _____ Date picked up: _____ ID verified: _____

****Additional degrees and certificates require the submission of separate applications.****

There is a non-refundable \$42 application fee (\$57 if turned in during the late period) that will be added to your account when your application has been processed. Once added to your account, it can be paid in CyberBear. Please contact the Registrar's Office if you will not be completing the degree in the semester you applied for. If your degree is not awarded, you may be required to submit a new application and pay the application fee again.

****Students in the Davidson Honors College need to submit a separate graduation application to the DHC in order to receive the University Scholar Distinction. A link to the DHC graduation application form is on the DHC website in the "Requirements and Advising" section: <https://www.umt.edu/honors-college/requirements-and-advising/default.php>.****

GRADUATION DEADLINES:

	Semester of Graduation	Deadline	Deadline with \$15 late fee
Late applications may result in a delay of graduation!	Fall	Last Friday in April	First Monday in October*
	Spring	Second Friday in November	First Monday in February*
	Summer	Last Friday in February	First Monday in June*

**Graduation applications submitted after this date will be deferred to the following semester.*

NAME _____ **STUDENT ID** _____
(PRINT NAME AS YOU WISH IT TO APPEAR ON DIPLOMA)

APPLYING FOR _____ **OF** _____ **MAJOR** _____
(Certificate, Associates, Bachelor) (Applied Science, Arts, Science, Fine Arts, etc.) (History, Information Technology, etc, if applicable)

CONCENTRATION(S) (if applicable) _____
(Note: this will NOT appear on your diploma. However, it will appear on your transcript.)

I am also pursuing the following credentials:

Second Major _____ **Minor** _____
(Note: this will NOT appear on your diploma. However, it will appear on your transcript.)

SEMESTER AND YEAR OF EXPECTED GRADUATION _____ **CATALOG YEAR** _____

PHONE # _____ **E-MAIL ADDRESS** _____

CURRENT ADDRESS _____ **CITY** _____ **STATE & ZIP** _____

DIPLOMA MAILING ADDRESS _____ **CITY** _____ **STATE & ZIP** _____

Email the Office of the Registrar at Graduation@umontana.edu to change your diploma mailing address. Updating your address in Cyberbear does not affect where your diploma will be mailed.

Commencement and Diploma Information

- The Office of the Registrar must be notified of any diploma mailing address change (email Graduation@umontana.edu). Diplomas will be sent to the diploma mailing address on your application. If a diploma is returned, it will be held until a correct address is received.
- Three to four weeks after the semester ends, awarded degrees will appear in Cyberbear. If verification of degree is needed, an official transcript can be ordered for a fee of around \$11 through Cyberbear or at www.studentclearinghouse.org.
- Detailed information and instructions regarding commencement will be emailed to students approximately two months prior to the ceremony. Information will also be available on the Office of the Registrar website: <https://www.umt.edu/registrar/Commencement/>.
- Submission of this form does not ensure graduation. Review your audit in Degree Works. Degree requirements must be completed before your degree will be posted on your transcript.
- By your signature below, you agree to release your name for inclusion in the commencement program and any other graduation announcements. If you do not want your name to appear in the above-named documents, you must contact the Office of the Registrar.

Student Signature _____ **Date** _____

With my signature, I acknowledge and understand the University of Montana requirements for a degree as stated in my catalog.

Dean of School/Chair of Major/Designee Signature _____ **Date** _____

Dean of School/Chair of Second Major/Designee Signature _____ **Date** _____

Dean of School/Chair of Minor/Designee Signature _____ **Date** _____

*With my signature, I certify that all departmental major requirements will be fulfilled by the semester and year of expected graduation indicated on this application, that all departmental waivers and substitutions have been submitted to the Registrar's Office, and the student's final semester graduation audit has been reviewed in Degree Works. **Completed applications should be emailed to Graduation@umontana.edu. Physical copies can be dropped off in 623 Aber Hall.*