The University of Montana
Secondary and K12 Student Teaching Application
Graduate 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 10th 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.
- **Professional Documents**: Includes your cover letter, resume, and transcripts.

Application Form Information

Complete the application form included in this document. You must calculate your major/minor content GPA. Cumulative, major and minor GPA must be a 2.75 or above. 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.

The EDU requirements page is found in this document. You also need to download, complete, and print the major and/or minor forms for your content area(s) and obtain the appropriate department signature. The major and minor forms can be found on the PJW College of Education website.

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.

Supporting Documentation Information

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

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.

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

- ☐ Secondary Student Teaching Application Form – Graduate students
- ☐ Teaching Major/Minor requirements form(s) signed by T&L professional or faculty advisor
- ☐ Student Agreement Form
- ☐ CPR and First Aid documentation
- ☐ Current Background Check
- ☐ Transcripts (unofficial from Teacher Education Services)/previous institution with your bachelor's degree
- ☐ Cover Letter
- ☐ Resume
- ☐ Deliver all materials in person to the Office of Clinical Experiences

Secondary and K-12 Student Teaching Application Form
Graduate Students

Name	
Student ID	
Local Phone	
Permanent Phone	
UM Email Address	
Local Address	
Permanent Address	
Teaching Major	
2nd Teaching Major, if applicable	
Teaching Minor, if applicable	
T&L Advisor	

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 Alberton, 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 cities Requested 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. Loyola Catholic High 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 _____

Secondary and K-12 Student Teaching Application
Course Requirements Form
Graduate Students

Name		Student ID	
T&L Advisor		Cumulative GPA	Undergrad Graduate
Teaching Major*		Teaching Major GPA	
2nd Teaching Major, if applicable*		2nd Teaching Major GPA, if applicable	
Teaching Minor, if applicable*		Teaching Minor GPA, if applicable	

* Remember to download, complete, and print the major/minor requirements pages, obtain your advisor's signature, and submit with your application.

Secondary and K-12 Education/Licensure Coursework

Course Title	Cr	Term	Grade	Approved Substitute	Institution	Credits	Grade
EDU 360 Promoting Well Being K-12 Classroom	2						
EDU 202 Early Field Experience	1						
EDU 221 Educ. Psych & Msmt or C&I/EDU 510 Dev Lrng Sci	3						
EDU 514 Education Across Cultures	3						
EDU 515 Comp & Other Tech App in Education	3						
EDU 518 Inclusion & Collaboration	3						
EDU 527 Disciplinary Lit Strategies (Note: English students meet thru dept. requirements)	3						
EDU 407E Ethics and Policy Issues	3						
Choose one of the following:							
EDU 395 Field Experience K-8	1			-	-	-	-
EDU 395 Field Experience 9-12	1			-	-	-	-
Teaching Major Methods Courses:							

2nd Teaching Major Methods Courses (if applicable):							
Teaching Minor Methods Courses (if applicable):							
EDU 595 Teaching Internship	8			-	-	-	-
EDU 594 Applied Research & Reflective Practice	1			-	-	-	-
Total Credits							

UNIVERSITY OF MONTANA
PHYLLIS J. WASHINGTON COLLEGE OF EDUCATION

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 Name, First Name, Middle/Maiden
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: _____