University of Montana
Special Education Student Teaching Application

*This application is for **licensed teachers** seeking a special education endorsement through a traditional student teaching experience.*

Student Teaching Application Deadlines:

When	Application Due
Autumn Semester	February 10
Spring Semester	September 5

If the 10th falls on a weekend or UM holiday, applications are due the next UM business day.

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

Specific Special Education Requirements

Students must be fully admitted to the Special Education Program and have an approved program plan on file in the Department of Teaching and Learning office.

All special education coursework must be completed, including any incomplete grades, prior to the student teaching semester. A minimum grade of a B is required for all special education coursework.

Overview and General Guidelines

Download and read the Student Teaching handbook for candidates that are seeking initial licensure. Students that are part of the OPI Special Education Internship Project should refer to the Special Education Internship Handbook. The Handbooks contain information required for this application, including the Student Agreement Form and transcript request form.

Your special education advisor, the Office of Field Experiences, and the Licensure Office will review your application. School principals, superintendents and cooperating teachers will review the professional documents to determine if they would like to be your mentor for your student teaching assignment. This process may include an interview by 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 prioritize 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 Field Experiences. Placement in a school where a relative attends or works is not recommended.

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

If you must cancel or defer your student teaching placement, it is your responsibility to notify the Office of Field Experiences immediately.

General Student Teaching Timelines

When you submit your student teaching application, you will sign up for an interview with the Office of Field 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 Field Experience and the Licensure Office. You will also sign up for an interview with the Office of Field Experiences at this time. 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 teacher candidates and late April for Autumn 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 and CPR/First Aid certification.
- **Professional Documents:** includes a cover letter, resume and transcripts.

Application Form Information

Complete the application form included in this document. You must calculate your special education GPA for the core courses. This GPA is one factor used to determine your eligibility for teaching licensure in Montana. 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. Print it out, and read and sign the first page.

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.

Student Agreement Form: Complete and sign the Student Agreement Form. This form can only be found in the Student Teaching Handbook.
Note: The following items must be complete when submitting the student teaching application. If these items are not complete (including first aid and CPR certification), you will have to defer the student teaching placement to the next semester.

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

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

Professional Documents Information

Transcripts: You will need to order an unofficial transcript from Teacher Education Services. The order form is found in the Student Teaching Handbook. *One week processing time is required.* Transcripts will be released solely to the student to which it belongs. Students must show ID at time of pick up. Cyberbear transcripts are not acceptable substitutes as they take multiple pages and are difficult to read.

Cover Letter and Resume: School principals, superintendents and cooperating teachers will review the professional documents to determine if they would like to be your mentor for your student teaching assignment. Find help for preparing your cover letter and resume at UM Experiential Learning and Career Success, Aber Hall (2nd floor), or on their website.

Prepare a general application cover letter, in a standard business format, (single space with double space between paragraphs) addressed "Dear School Administrator." The body of the letter should follow the format described below. Remember to sign the cover letter.

- 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 level.
- Body of the letter - Describe your most important qualifications, including a description of your educational experiences, field 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 are looking 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 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 quickly. Think bulleted phrases, not paragraphs.

Student Teaching Application Checklist

____ Application Form (signed by you)

____ Special Education requirements form signed by your special education advisor

____ Student Agreement Form

____ CPR and First Aid documentation

____ Current Background Check (check with Field Experiences Office if questions)

____ Transcripts – unofficial from Teacher Education Services

____ Cover Letter (remember to sign)

____ Resume

____ Deliver all materials in person to the Office of Clinical Experiences

Special Education Student Teaching Application Form

Name	
Student ID	
Phone Number	
UM Email Address	
Local Address (Street, City, State, Zip)	
Permanent Address (Street, City, State, Zip)	
List Endorsement Area(s) on Your Current Teaching License	
Special Education 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 City Requests 1. 2. 3.**
☐	I am requesting an **Out-of-State Placement:** **State City:**
☐	I am requesting an **International Placement:** ☐ India ☐ China ☐ DoDEA, Country ☐ Indiana University, 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 Field 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

Special Education Student Teaching Application
Course Requirements Form

Name		Student ID	
Special Education Advisor		Cumulative GPA	Undergrad Graduate
Special Education GPA			

Course Titles	Cr.	Term	Grade	Approved Substitute	Institution	Credits	Grade
EDU 438 Literacy Assess, Diagnosis & Instruction	3						
EDSP 401 Intro to Early Intervention OR EDSP 403 Curric/Mthds Early Special Education	3						
EDSP 405 Assess of Students with Except	3						
EDSP 426/526 Intro to Transition and Community Supports	3						
EDSP 454 Adv Academic Interventions	3						
EDSP 456/556 Intro to Mthds Low Incidence Disabilities	3						
EDSP 461 Positive Behavior Supports	3						
EDSP 462 Spec Ed Law, Policy, Practice	3						
EDSP 495 Student Teaching: Special Education Note: Initial licensure candidates complete a 10-credit practicum. Currently licensed teachers complete a 6-credit practicum.	6-10						
Total Credits	30-34						

Special Education Advisor Signature _____ Date _____ Minor GPA _____