

Saint Joseph's University Department of Education
Office of Student Teaching and Field Experiences
Barbelin Hall 310
(610) 660-3438

**Application and Contract for Student/Intern Teaching
For Elementary and Secondary Education Students**
(Revised March 2010)

This document serves as a contract between the applicant for student or intern teaching and the Education Department. Please read it carefully before completion and submission.

Please note:

Placements will not be made, and supervisors will not be assigned to students **without Praxis (PPST I) Reading, Writing, and Math scores. FOR THOSE STUDENT TEACHING IN THE STATE OF PENNSYLVANIA, CLEARANCES CURRENTLY IN A STUDENT'S POSSESSION MUST BE SUBMITTED WITH YOUR APPLICATION**, however it is the student's responsibility to ensure all clearances are **renewed and a copy submitted** to the Office of Student Teaching, regardless of expiration, by **APRIL 15 for FALL SEMESTER** student teaching and by **DECEMBER 15 for SPRING SEMESTER** student teaching.

Please notify The Office of Student Teaching IMMEDIATELY if there is any change of name, address, or telephone number. We may need to contact you regarding matters related to your student teaching assignment.

Application Due Dates:

Fall Semester – Application should be submitted the preceding January 15, including Praxis scores and current clearances.

Spring Semester – Application should be submitted the preceding May 15, including Praxis scores and current clearances

Coursework, GPA, and Praxis Requirements:

Student/intern teaching is the capstone experience in the teacher preparation program at Saint Joseph's University. Student/intern teaching should be conducted **after all required education coursework is completed.**

Undergraduate and graduate students are required to obtain **a minimum GPA of 3.0** at Saint Joseph's to qualify for student/intern teaching and be certified in Pennsylvania. Secondary Education students must also obtain a GPA of 2.75 in their major (content area) to be recommended for student or intern teaching at Saint Joseph's. **Students lacking the required GPA should contact their faculty advisor and the Assistant Director of Student Teaching before submitting an application for student/intern teaching.**

Note: Students **must** pass the Praxis (PPST I) Reading, Writing, and Math exams prior to conducting student/intern teaching. **NO ASSIGNMENTS WILL BE MADE WITHOUT EVIDENCE OF THESE SCORES.**

Supporting Documents:

The following documents **must** be submitted with your application:

1. An updated transcript of all courses taken to date at SJU and transfer institutions. Post-baccalaureate candidates (excluding graduate students) must include their undergraduate transcripts.
2. A copy of the original score report from ETS with Praxis (PPST I) Reading, Writing and Math exam results.
3. A signed **Applicant's Statement Form** (found below) authorizing the release of your transcript and letter of introduction and resume to potential host schools and school districts (if applicable).
4. For **Undergraduate Secondary Education students only:** a letter from the major content area department chair attesting that you have completed all necessary coursework and are qualified to teach in the field.

All undergraduate and graduate students without paid teaching positions seeking a placement must also submit (items 5 to 6):

5. A well composed, typed, one-two page letter of introduction to your principal and cooperating teacher (not yet identified) that highlights the certification(s) you are seeking, your philosophy of education, and previous field and related working/volunteer experiences. **(See page A-4 for guidelines)**
6. A one-two page resume including your:
 - Address, phone number, and e-mail address (OATCERT students must use their SJU email address)
 - Certification(s) you are seeking (e.g. Elementary, Secondary English, etc.);
 - Educational background (high school, college and graduate if applicable);
 - Previous school experience (including your labs and any volunteer experience – please list first)
 - Other relevant work and volunteer experience – please list after school experiences
 - Any other relevant qualifications or skills (such as command of a second language, coaching/athletic experience, musical or artistic talents, etc.). **(See page A-4 for guidelines)**

Clearances:

For those **students doing their student teaching in the State of Pennsylvania**, clearances must be valid for the entire period of student teaching. **If you are student teaching in the Fall semester, clearances must be obtained, and a copy provided to the Office of Student Teaching, before April 15. If you are student teaching in the Spring semester, clearances must be obtained, and a copy provided to the Office of Student Teaching, before December 15.**

In the State of Pennsylvania, you are required to have in your possession the following clearances:

- Pennsylvania State Criminal History Record (ACT 34)
- Pennsylvania Child Abuse History Clearance (ACT 151)
- Proof of Tuberculin Skin Test
- Federal FBI Criminal History Report (CHRI)

Links to these clearances are available on the education department website. Tuberculin tests may be obtained on campus in Student Health Services in Sourin Hall.

For **OATCERT** students doing their student teaching in a state other than Pennsylvania, please **contact the state's Department of Education to find out specific requirements. These clearances do not have to be submitted with the application.**

Applications lacking a valid copy of these official clearance reports will be considered incomplete and a placement request will not be sent out until all clearances are on file in The Office of Student Teaching.

Placements:

The Office of Student Teaching and Field Experiences **will attempt to accommodate placement preferences**, but placement is at the discretion of the Assistant Director of Student Teaching and Field Experiences. The Assistant Director will review and clear all applicants for student and intern teaching. Students seeking a placement will be notified once their placement is confirmed. Interns will also be notified by the office once their application for intern teaching has been processed and confirmed.

OATCERT students living outside of the Bucks, Chester, Delaware, Montgomery and Philadelphia county areas in Pennsylvania and Southern New Jersey are required to find their own student teaching placements. Once the applications are reviewed, a **student teaching supervisor will be assigned** for the required observations for PA certification.

Certain schools and school districts may require an interview with a student teacher candidate prior to confirming their placement. Students will be contacted by the Office for Student Teaching and Field Experiences in these cases.

Because of potential ethical issues and conflict of interest of parties involved, students will not be placed at their **former high school, a school district or school attended by their own children, or at a school at which a parent, sibling, or other relative is employed.** Student teachers should notify the Office of Student Teaching and Field Experiences if they are assigned to a school that would result in any of these situations.

Accommodations:

Students with disabilities requiring reasonable accommodations for their student teaching are urged to contact the Asst. Director of Student Teaching and Field Experiences and the Office of Services for Students with Disabilities, 113 Science Center (610-660-1620), as soon as possible.

Student/Intern Teaching Handbooks:

Students should prepare in advance for student/intern teaching by consulting the Student/Intern Teaching Handbook, which can be downloaded from the education department website or is available for purchase at Saint Joseph's University Press prior to the start of the semester. **Students should obtain a copy of this handbook for themselves and one copy for EACH of their cooperating or mentor teacher(s).**

OATCERT students should download three copies of their student teaching handbook: one for themselves, one for their cooperating teacher and one for their supervisor.

Dismissal from Student Teaching:

The SJU Education Department reserves the right to dismiss any student from student/intern teaching who does not properly represent the school in terms of professional behavior or good moral character; who behaves in a manner which does not meet the expectations of the profession; who is inadequately prepared; or who is physically, intellectually, or emotionally unable to meet the demands of a classroom setting (with the provision of reasonable accommodations in cases of students with disabilities).

Orientation Meeting:

There will be a **Mandatory Orientation Meeting, on campus,** for all who are student or intern teaching on the first day of classes of the semester in which students are conducting their student/intern teaching. The specific time, day and location will be provided in the letter confirming student teaching placement. Student teachers will report to their student teaching assignment on the following day.

OATCERT students conducting their student teaching in the Bucks, Chester, Delaware, Montgomery and Philadelphia county area in Pennsylvania or in Southern New Jersey are **required** to attend the mandatory meeting on campus in order to meet their field supervisor.

OATCERT students conducting their student teaching **outside** of the Bucks, Chester, Delaware, Montgomery and Philadelphia county areas in Pennsylvania and Southern New Jersey will receive their orientation through an online video. Further details will be provided prior to the start of the student teaching semester.

APPLICATION FOR STUDENT OR INTERN TEACHING
SAINT JOSEPH'S UNIVERSITY PHILADELPHIA, PA

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for my student teaching/intern teaching placement as may be necessary in arriving at a student teaching/intern placement decision. I hereby authorize St. Joseph's University to release my credentials and transcript to any and all school districts where I may be a student or intern teacher. I also understand that I am required to abide by all rules and regulations of the University, including those presented above.

Date: _____ ID #: _____

Signature of Applicant: _____

Academic Advisor (for Undergraduate and College of Professional and Liberal Studies)

Student Teaching Semester and Year for which you are applying: _____

Name (Last, First): _____

Former Name(s): _____

Certification you are seeking (choose one)

- Elementary (on campus students)
- Elementary /Special Education (on campus students)
- Secondary Subject Area _____ (on campus and OATCERT)
- Art Education (on campus)

Student Status (choose one)

- Undergraduate
- College of Professional and Liberal Studies
- Graduate Program
- Graduate Intern Teacher (student with paid teaching position requesting to be supervised in his/her current position to complete certification requirements)
- Post BA/BS certification
- OATCERT

Preferred e-mail for communications: _____

*Note: OATCERT students must use SJU E-mail

Current Address: _____

Other valid address: _____

Phone: Cell _____ - _____ - _____ Other: _____ - _____ - _____

Please notify The Office of Student Teaching of any change of name, address, or telephone number. We may need to notify you of matters related to your student teaching assignment.

PRAXIS SCORES – PPST 1 – Please indicate the dates completed or registered for:

_____ Reading _____ Writing _____ Math

NOTE: A PHOTOCOPY OF THE OFFICIAL PRAXIS SCORE REPORT MUST ACCOMPANY THIS APPLICATION

INTERN AND OATCERT STUDENTS WHO ALREADY HAVE A PLACEMENT SHOULD SKIP TO THE INTERN TEACHERS AND OATCERT STUDENTS WITH PLACEMENTS ONLY SECTION, LOCATED ON PAGE A-3.

ASSIGNMENT PREFERENCES

Note: We will try to honor requests, but there is no guarantee requests will be met.

Please choose one:

___ Urban ___ Suburban ___ Private ___ Catholic ___ Charter

Elementary grade preference: ___ Kindergarten ___ 1-3 ___ 4-6

Secondary grade preference: ___ Middle School ___ High School

Special Education Grade Preference: ___ Elementary ___ Middle School ___ High School

Special Education Disability Preference: ___ learning disabilities ___ moderate-profound disabilities

 ___ autistic support

 Choose one: ___ inclusive classroom ___ self contained classroom

Other Preference information:

Address from which you will be commuting to your student teaching assignment: (ONLY IF DIFFERENT FROM CURRENT ADDRESS):

Available transportation to student teaching assignment:

___ personal car ___ public transportation ___ need a school within walking distance to Saint Joseph’s University

For Intern Teachers and OATCERT Teachers Who Have Secured Their Own Placement

School Name and Address: _____

Mentor/Cooperating Teacher Name and e-mail Address: _____

Grade/Subject: _____

Telephone Number of School: _____ - _____ - _____

Principal: _____

Please note that intern teaching positions will only be approved in public, charter, or licensed private school settings. There must be a full-time professional staff member who has PA I certification at this school.

**SUGGESTED GUIDELINES
STUDENT TEACHING LETTER OF INTRODUCTION AND RESUME**

1. LETTER

- Heading – include name, street address, city, state, zip code, phone number, e-mail address
- Address it To: Whom it May Concern
- Paragraph one – introduction, enrolled program at SJU, certification goal and relevant personal information
- Paragraph two – genesis of interest in teaching
- Paragraph three – philosophy of education, including field experiences
- Concluding paragraph

2. RESUME

- Personal Information (see heading above)
- Education – most recent University experience first
- Certification
- Educational experience – paid or field placement – expand each item with description and dates
- Other paid employment
- Relevant extracurricular activities with description

STUDENT TEACHING/INTERN TEACHING APPLICATION CHECKLIST

- _____ Completed application for student/intern teaching
- _____ Current transcript from Saint Joseph's University
- _____ Transcript(s) from transfer colleges and universities (*if applicable*)*
OATCERT – Official transcripts from transfer colleges and universities documenting **completion of prerequisites*
- _____ Letter of introduction (*not required for interns in paid positions*)
- _____ Resume (*not required for interns in paid positions*)
- _____ Signature authorizing release of credentials and transcripts to school districts
- _____ Letter of support from the major area department chair (*Undergraduate Secondary Education students only*)
- _____ Praxis Reading, Writing and Math scores (PPST I). **Must include a copy of the official ETS Score Report with application.**
_____ Reading _____ Writing _____ Math

PA STUDENT TEACHERS ONLY – CLEARANCES VALID FOR THE ENTIRE STUDENT TEACHING SEMESTER:

Date Listed on Clearance	Clearance
_____	Pennsylvania Child Abuse History Clearance ACT 151
_____	Pennsylvania State Criminal History Record ACT 34
_____	Federal FBI Criminal History Report CHRI
_____	Proof of Tuberculin Skin Test