



COLLEGE OF EDUCATION
|
MASTER OF ARTS IN TEACHING

Application for Placement in a Practicum or Student Teaching Clinical

1. Complete this form in order to apply for placement into the Student Teaching Clinical in fall 2018 or spring 2019.
NOTE: The Student Teaching Clinical is 15 or 16 weeks in length. Concordia University makes placements in two different classrooms – typically 9 weeks at one level and 6 weeks at a second level. Candidates are assigned a University Supervisor and two Cooperating Teachers.
2. Review your Degree Audit to ensure that all requirements are current and completed.
3. Submit your signed Application to Dr. Kristin Conrad via email on or before **February 2, 2018**.
4. Submit an electronic copy of your current professional resume to conrad@csp.edu.
NOTE: It is recommended that you consult with Career Services on professional resume writing.

- Kindergarten through Grade 6 experience
- Fall 2018
- Spring 2019

- I am also adding an endorsement, specialty, etc. (Birth through Grade 3, Middle School, Lutheran Classroom Teacher, etc.). Please explain:

Name		Former Name	
Current Address			City/Zip
Address during Student Teaching			City/Zip
Current Telephone	Telephone in Case of Emergency		E-Mail
Telephone during Student Teaching			Student ID #
	L-		
If in the Lutheran Classroom Teacher program, Home Congregation and City			
Describe "necessary" extracurricular activities during Student Teaching			
Cumulative GPA in the MAT program:	You must be admitted to the Teacher Education Professional Program before the placement process can begin. Date admitted to Teacher Education Professional Program:		
Demonstration of Basic Skills Competency	Mathematics – What test?	Score?	
	Reading – What test?	Score?	
	Writing – What test?	Score?	
Special Considerations: Please explain any special considerations that may factor into your placement			

Checklist of Requirements

- | | |
|---|--|
| <input type="checkbox"/> Admitted to Teacher Education Prof. Program
Date: _____ | <input type="checkbox"/> All Human Relations Activity Reports and Fieldwork Activity Reports submitted to this point |
| <input type="checkbox"/> All required coursework completed to this point | <input type="checkbox"/> NES Essential Academic Skills scores (478+ on each) |
| <input type="checkbox"/> Cumulative GPA in MAT coursework above 3.0 | <input type="checkbox"/> All MAT coursework at C or above |

We typically avoid placements in schools previously attended. Please list those schools (preschool, elementary, middle/junior, high)

School	City/State	Grades Attended

We typically avoid placements in schools where relatives are currently or have recently been employed. Please list those schools that are local and fall into this category.

School	City/State	Grades Attended

STUDENT TEACHING CLINICAL

- Clinical 1: Typically begins on the first day of the teachers' contract days + nine weeks once school starts.
- Clinical 2: Begins immediately after the completion of Clinical 1 and typically lasts for six weeks.
- Endorsement Clinical: Minimum of five weeks that may extend the clinical timeframe past 15-16 weeks.
- The Student Teaching Clinical follows the site calendar of the assigned school.

Please read the following carefully and verify your understanding with your signature below:

Transportation: I understand that I am responsible for my own transportation to and from the Student Teaching Clinical sites.

Liability Insurance: I am responsible for carrying liability insurance. I will obtain that coverage with my student membership in Education Minnesota: <http://www.educationminnesota.org>. I will purchase liability insurance during the Student Teaching Orientation.

Clinical Priority: I have been made aware of the policy that the Student Teaching Clinical will be my priority – over and above such things as co-curricular activities, extracurricular activities, and employment. I also realize that regularly scheduled seminars are held during the Student Teaching Clinical semester and that attendance at the seminars is mandatory.

Candidate's Responsibility: I understand that it is my responsibility to meet **ALL** of the prerequisite requirements **BEFORE** any placement steps can take place. There may be a delay in my placement if the requirements have not been met by the time of application. I also understand that it is my responsibility to provide a link to my ePortfolio in LiveText, and that potential placement site personnel will have access to my ePortfolio for the purpose of my placement.

Concordia University will work to place candidates in a timely manner; however, placement is dependent upon local school district capacity, special considerations needed by the candidate, and the completion of all requirements. I understand that the designated placement semester may be affected by these conditions.

Signature of Candidate _____

Date _____

Signature of Clinical Coordinator _____

Date _____