STUDENT TEACHING APPLICATION FOR 2015-2016

All students wishing to student teach must apply and obtain approval to student teach. Students obtain approval by submitting the University of Wisconsin-Platteville Application for Student Teaching form (http://www.uwplatt.edu/education/ClinExp/student_teach_handbook/index.html) and the required documents by December 15th proceeding the academic year in which the clinical experience will occur. Failure to submit your request by the deadline could postpone your student teaching.

Completed applications will include the following:

- Application form
- Student Teaching Agreement form
- Course checklist for your major (Same link as application - see above)
- Resume (due electronically to clinicalexp@uwplatt.edu by January 25th)

Admission to Student Teaching

Clinical Experiences will review your application material and transcript to determine if you have met the requirements for student teaching. If you are not approved to student teach, detailed information will be emailed to you regarding how to obtain approval.

Each program has specific requirements as indicated on your program sheet. However, all programs require the following in order to be approved to student teach (per the yellow Steps to a Teaching Career sheet):

- Admission to the School of Education (SOE).
- Completion of all required course work including teaching methods and pre-student teaching fieldwork as outlined for each program.
- An overall cumulative GPA of at least 2.75 and a GPA requirement of the student’s specific program. A GPA of 2.75 in all professional and major/minor courses is required to qualify for student teaching. (Note: 3.00 required in professional and major/minor courses for elementary ed, B-11 students).
- Grades in all professional and major/minor courses equal to a "C" or better.
- Passing score on the Praxis II content exam reported to School of Education.
- Passing score on the FORT (Wisconsin Foundations of Reading Test) for B – 11 and 10 – 14.
- Portfolio Level II approved by SOE.
- Copy of a negative TB test on file in the Clinical Experiences Office.

Placement Information

Your UW-P email address is where your placement information and all communications from Clinical Experiences will be sent. The UW-P email address should be the only one entered on your application.
Information for completing an application for Student Teaching

1. Requests for specific schools to do student teaching should be recognized as "preferred suggestions" only. You will not be assigned a placement in a school district where you have relatives or close friends or where you attended /graduated.

2. **Do not** contact school officials or make arrangements individually with teachers for a student teaching placement. Contact with schools will be done only by the Clinical Experiences Office.

3. A limited number of paid internships are available to qualified applicants. Individual school districts needing interns will select interns from among interviewed candidates. Announcements of internship positions and coordination of on-campus interviews is done by Clinical Experiences. Interns are paid a stipend of $4,500 for the semester. A GPA of 3.0 in major and professional education and a 2.75 GPA in your minor are the minimum requirements for eligibility. Read the DPI Wisconsin Improvement Program (WIP) information brochure online at [http://dpi.wi.gov/tepdl/wipbr.html](http://dpi.wi.gov/tepdl/wipbr.html). Please be aware that you might be competing for an internship with students from several other universities as well as your UW-Platteville colleagues. You must have been admitted to Student Teaching before you will be allowed to interview for an internship. If you are selected for an internship and accept it, you will be assessed a $200 special course fee that is required by DPI and pay your license fee ($50-$100). Information on postings will be emailed to you and you will have approximately a week to respond to the Clinical Experiences office with your interest.

4. Responsibility for securing living accommodations at the student teaching location is yours.

5. If you plan to student teach during the next academic year, file your Intent to Graduate Form ([http://www.uwplatt.edu/registrar/graduation.html](http://www.uwplatt.edu/registrar/graduation.html)) at the Registrar’s Office one year prior to graduation.

6. Advise us of any changes which occur in connection with your plans to student teach (name change, address, GPA, etc.). It is important that we have your correct address and phone number at all times. Update your resume, be sure it is professionally written and e-mail it to [clinicalexp@uwplatt.edu](mailto:clinicalexp@uwplatt.edu).

7. When completing your course checklist online, make sure you list the number of credits along with your grades for each course. It will then calculate your GPA. After printing the form you can put IP to note classes in progress. For coursework yet to be completed, please list the semester and year you plan to be enrolled. Document substitutions or waivers that are relevant.

**CALCULATING GRADE POINT AVERAGE (GPA)**

(Major, Minor, and Professional Education)

GPA is determined separately for major, minor, and professional education. They are calculated by dividing total honor points by total number of credits in that area. To determine the total number of honor points earned, multiply the number of honor points for grade received times the number of credits.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Honor Points</th>
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<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>3/30</td>
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<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
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<td>C+</td>
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<td>C</td>
<td>2</td>
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<td>C-</td>
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<td>D</td>
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**Example:**

- Intro. to Ed. 2 credits “A” (2 credits x 4 points for the "A" = 8 honor points)
- Child Psych 3 credits “B-” (3 credits x 2.70 points for the “B” = 8.1 honor points)

**Total 5 credits**

Total number of honor points = **16.1** honor points

16.1 divided by 5 = **3.22** for GPA
University of Wisconsin-Platteville
APPLICATION FOR STUDENT TEACHING

NAME: ________________________________________
(Last) ____________________________ (First) ____________ (Middle) ________
(Previous name if applicable)

Current Address _______________________________________

City ___________________________ State _____   Zip ________     Phone #_________________

Grad ☐ Undergrad ☐ Male ☐ Female ☐ Birth date ________________

Permanent Address _______________________________________

City ___________________________ State _____   Zip ________     Phone #_________________

UWP E-Mail _________________________________________ Campbell I.D. # ________________

On transcript

High School of Graduation________________________ Have Undergraduate Degree from ______

Emergency Contact________________________________ Relationship __________________ Phone # ___________________

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Time of desired assignment(s): _____ Fall, 201___ _____ Spring, 201___

Have you been admitted to the School of Education? ☐ Don’t Know ☐ Yes ☐ No

Did you complete the Criminal Background Check at CertifiedBackground.com? ☐ Yes ☐ No

Have you passed PPST? (Circle those passed) Reading ☐ Math ☐ Writing ☐

Have you taken Praxis II: (Circle correct answers) Yes ☐ No ☐ Passed It? ☐ Yes ☐ No

If No, what date do you plan to take it? ________________________________

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☐ Check one box below

B-11 MAJOR (Early Childhood/Middle Childhood):

Minor(s) ____________________________ INCLUSION ☐ Yes ☐ No

B-21 SPECIAL FIELDS MAJOR (Early Childhood Through Adolescence):

Major(s) ____________________________ Minor(s) ____________________________

Music Major, check if: Instrumental ☐ Choral ☐ General ☐

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10-14 MAJOR (Early Adolescence):

Interdisciplinary Studies Minor: Two areas of concentration =

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10-21 MIDDLE/SECONDARY MAJOR (Early Adolescence through Adolescence):

Major(s) ____________________________ Minor(s) ____________________________

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CERTIFICATION ONLY (Have a previous degree in same field):

Major(s) ____________________________ Grade/Certif. Level ____________________
Requested Placement:

List three schools/districts/communities in which you would like to complete your student teaching if accommodations or circumstances permit. Avoid your alma mater. **DO NOT contact school personnel at any of these schools. This will be done by the Clinical Experiences office.**

Is this your home town? school?

1. ________________________________________________________
2. ________________________________________________________
3. ________________________________________________________

If there is a special reason for requesting a specific student teaching location, or if there are other special considerations to be noted, please indicate. This may be taken into consideration.

☐ I will NOT accept a placement in a private school.

☐ I will accept a placement in a private school. (You may write in a specific type of school or denomination.)

☐ I will pay the special course fee of $550.00 if I request placement outside the 100 mile radius limit from Platteville. 

_____ Initials required

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Internships

Interested in an **INTERNSHIP**: Yes _____ No _____ (Min. GPA 3.00 in major & Prof. Educ. courses & 2.75 in minor.)

If I am selected for an internship, I agree to pay the Wisconsin Improvement Program fee of $200 to offset support costs.

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GPA

<table>
<thead>
<tr>
<th>Major GPA</th>
<th>1st Minor GPA</th>
<th>Prof. Ed. GPA</th>
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Second Major GPA           2nd Minor GPA

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Signatures

I certify that all the information provided is accurate and grant permission to release this information for the purpose of arranging a Student Teaching/Internship assignment. I understand that a criminal record check may be conducted before my placement is confirmed.

**Student's Signature:** _______________________________ Date: ____________

**Advisor's Signature:** _______________________________ Date: ____________

Advisor Comments: ____________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
Student Teaching Agreement Form  
UW-Platteville

The following items reflect the requirements that must be met by each student prior to the first day of student teaching if he/she is to be eligible to student teach. Failure to complete any of these requirements prior to the first day of student teaching will render a student ineligible and the student teaching placement will be rescinded. Please write your initials in the blank provided to show your understanding of each statement below. This form must be submitted with your application and will be retained in the Clinical Experiences office. Please make a copy for your own reference.

1. I give my permission to the clinical experience office to share transcripts, resume, criminal background check, and health forms with prospective placement schools.

2. I understand that I must be admitted to the School of Education at least one semester prior to student teaching.

3. I understand that I must have a passing Praxis II score reported before my placement is requested.

4. I understand that I must have a passing score for the FORT reported before my placement is requested. This requirement is for B – 11 and 10 -14.

5. I understand that neither I, nor friends or family members, can be engaged in making my student teaching placement.

6. I understand that I cannot be assigned a placement in a school district where my relatives or close friends work. Nor will I be placed in my home school where I attended.

7. I understand that I must maintain the cumulative major/minor and professional education GPA required by my department to be eligible to student teach.

8. I understand that it is my responsibility to inform the Clinical Experiences office and/or my department if there are any concerns that might affect any clinical placements.

9. I understand that my student teaching placement will not be pursued until I have been admitted to student teaching.

10. I understand that schools may use additional internal procedures such as interviews, internet searches, or character questionnaires to determine acceptance of a placement request.

11. I understand that failure to follow these conditions will result in denial of my student teaching/internship assignment.

Student Signature: ___________________________ Printed Name: ___________________________

I have examined the transcript (and other records) of the above candidate and I support his/her application for student teaching.

Advisor Signature: ___________________________ Date: ______________

Printed Name: ___________________________

This form must be submitted with your application and will be retained in the Clinical Experiences Office. Please make a copy for your own reference.
John Dough  
555 ABC Drive, Platteville, WI 53818  
608-555-5555 doughj@uwplatt.edu

EDUCATION

Bachelor of Science Elementary Education  
Major: Elementary Education  
Minor: Early Childhood  
University of Wisconsin-Platteville, WI

Major GPA: 3.9/4.0  
Minor GPA: 3.75/4.0  
Prof. Edu GPA: 4.0/4.0

CERTIFICATION

Wisconsin Birth-11 Early Childhood through Middle Childhood, Expected spring 2011

FIELD WORK EXPERIENCE

Field Work – Philip Elementary School (3rd grade), Youknow, WI  
Fall, 2009

- Team-taught science unit utilizing hands-on experiments to demonstrate the effect of temperature.
- Created reading unit based on paperbacks and daily newspapers.
- Conducted reading groups, workshops, and guided reading in whole language environment.
- Developed cross-curriculum units to increase understanding of content and relationship of content to children’s experiences.
- Designed and created bulletin boards including students’ work.

Field Work – Public Elementary School (1st grade SAGE), Public, WI  
Fall, 2009

- Tutored students in reading and writing.
- Planned and implemented a whole language reading lesson.
- Led student groups during field trips.
- Encouraged student learning through positive reinforcement.
- Volunteered at “Fun Frolic” family night.
- Developed positive relationships with students, parents and other teachers.

TUTORING & CHILD RELATED EXPERIENCE

Nanny – Private Residence, Platteville, WI  
2008-Current

- Cared for children ages 2, 4, and 10.
- Planned educational and recreational activities.
- Tutored children in reading, math, and social studies.
- Assisted family with enforcing consistent discipline.

Volunteer Tutor - Small Elementary, Small, WI  
2008-2009

- Promoted literacy by reading to students ages 1-5 and assisted with daily homework.

Volunteer Tutor – Milwaukee Rescue Mission, Milwaukee, WI  
Spring, 2009

- Tutored fourth grade Milwaukee Public School students.
- Provided support related to home and school issues.
- Positively influenced students’ conception towards education.
- Advised students on proper choices.

Use experience headings that are relevant to your field and categorize your experience in a way that best markets yourself to the reader.
Coaching Experience

Communication Experience

SUPERVISORY & ADMINISTRATIVE EXPERIENCE

Administrative Supervisor – Le Grand Marketing, Madison, WI  March, 2007 - Current
• Promoted from Assistant to Administrative Supervisor, June, 2008.
• Supervise staff including hiring, training, and scheduling.
• Serve as liaison between 50 clients and 30 distributors.
• Solve ordering problems to provide quality service.
• Order office supplies for staff of 25.

Administrative Assistant
• Answered client inquiries over the phone and in person.
• Created more efficient filing system.
• Developed and maintained company literature library.
• Performed data entry.
• Utilized well-developed organizational and multi-tasking skills in various administrative areas.

LEADERSHIP & EXTRACURRICULAR ACTIVITIES
• Student Wisconsin Education Association (college), 2 years
• Student Council Representative (high school), 4 years
• Student Council Executive Board Secretary (high school), 1 year
• National Honor Society (high school), 2 years
• German Club (high school), 2 years
• Freshman Volleyball Team (high school), 1 year
• Cheerleading Squad (high school), 3 years

COMMUNITY INVOLVEMENT
• Adopt-A-Highway – cleaned roads around the community, 2 years
• Food Fundraiser – collected canned foods for needy families, 2 years
• Earth Week Volunteer – participated in promotion of events, 1 year
• Blood Drive – provided food and helped in the blood drive, 1 year
Jane Doe

2310 Murray Street
Platteville, Wisconsin 53818
(608) 555-0000
doejane@uwplatt.edu

EDUCATION
University of Wisconsin-Platteville, WI,
Major: Middle Level Education (10-14
Minor: Interdisciplinary Studies emphasizing in Math and Science.
Major GPA: 3.9/4.0  Minor GPA: 3.75/4.0  Prof. Edu: GPA: 3.9/4.0  Overall GPA: 3.70/4.0

CERTIFICATION
Wisconsin Early Adolescence, Expected May 2011

TEACHING & TUTORING

FIELD EXPERIENCE

Field Experience – 6th grade
Large Elementary School
Fall, 2010
Fall, 2010
Large, Wisconsin

- Developed and taught lessons in science and math that encouraged cooperative learning.
- Adapted curriculum and teaching style to meet students’ individual needs.
- Consulted with special education teacher to adapt materials for students with IEPs and 504s.

Field Experience – 8th grade
Keefe Avenue Elementary School
Spring, 2009
Keefe, Wisconsin

- Tutored students one-on-one and small groups in math, reading, and writing.
- Participated in planning and supervising fieldtrips.
- Assisted in development of bulletin boards to display student work.

Day Camp Counselor – 7-13 years of age
Salvation Army
September, 2007-January, 2009
Milwaukee, Wisconsin

- Taught at-risk youth communication and teamwork skills through various educational and recreational activities.
- Served as role model in promoting positive self-esteem and proper conflict management strategies.
- Supervised numerous field trips for groups of 50+.

Volunteer Teaching Assistant – K5, 1st, and 3rd grade
West Elementary School
Fall, 2006-Fall, 2008
City, Wisconsin

- Assisted with guided reading instruction, reading groups, and reading tutoring.
- Tutored students individually and in small groups in all subject areas.
- Supervised children on fieldtrips and activities within the community.

COACHING EXPERIENCES

Platteville Parks and Recreation Department
Little League Softball Coach and Umpire
Summers, 2007-present
Platteville, Wisconsin

- Provide leadership and structure to practices and games.
- Teach and role model sportsmanship, team cooperation, positive conflict resolution, and commitment to goals.
- Adapt leadership style to the individual needs of each child.
- Build self-esteem in all players through positive feedback.
- Develop supportive relationships with children, parents, and community members.
COMMUNICATION EXPERIENCES
Clark Frozen Custard Summers, 2007-present
Cashier Milwaukee, Wisconsin
- Provide quality customer service and effectively resolve customer concerns.
- Demonstrate calmness and flexibility during high traffic times.
- Work independently and within a team to meet sales goals.

PERFORMING ARTS & ATHLETIC ACTIVITIES
- Performances in community and school theaters, 2000-2008
- School orchestra, 2004-2009
- First place ratings in regional and state for cello, 2 years
- Soccer, 6 years competitive
- Varsity softball, 3 years

HONORS & SCHOLARSHIPS
- National Honor Society, 2 years
- International Thespian Society, 2 years
- Senior Athletic Scholars Award, 2006
- University of Wisconsin-Platteville School of Education Scholarship
- Wisconsin Academic Excellence Scholarship
- University of Wisconsin-Platteville Dean’s List, 8 semesters