

**COLLEGE OF EDUCATION (COE)  
STUDENT TEACHING APPLICATION INSTRUCTIONS**

***Teacher Education Candidates:***  
***Apply for student teaching the semester prior to student teaching.***

<b>Application Deadlines:</b>	Fall Student Teaching: Due date is March 15 <sup>th</sup> Spring Student Teaching: Due date is October 15 <sup>th</sup>
<b>Application Process Timeline:</b>	Attend a two-hour application workshop (Dates will be posted). Complete online student teaching application. Develop and print a professional resume. Meet with advisor(s) for application review and signature(s). Bring signed, final application to COE 211. Interview letter, if applicable, will be mailed to you. Mentor interviews are conducted. Final placement letter is mailed to you. ETP office registers you for student teaching.

**Step 1: Attend a mandatory Student Teaching Application Workshop.**

1. Workshop dates are announced at the beginning of each semester and are posted online.
2. Bring a blank copy of the student teaching application to the workshop. Applications found at: <http://www.msubillings.edu/coe/ETP/FieldExper/StudentTeaching.htm>
3. Print a copy of your unofficial MSUB web transcript through "MyInfo". Make copies of all other unofficial transcripts from any university or college you have attended. Bring all transcripts to the workshop.
4. Read the Student Teaching Eligibility Requirements and the online Student Teaching Guidebook to ensure that you are able to meet all student teaching requirements and responsibilities.

**Student Teaching Eligibility Requirements:**

- Admission to the Teacher Education Program
- Meet or exceed all GPA requirements (2.65 GPA or higher in teaching major(s), minor(s), and overall with no grade below a C). \*A course with an incomplete must have a posted grade (no lower than a C) prior to the student teaching semester.
- Current, valid criminal background report is on file in the Office of Educational Theory and Practice, COE Room 261. Criminal background report must be valid throughout the entire term of your student teaching assignment. Fingerprinting and Federal Criminal Background Check Information is found at: <http://www.msubillings.edu/coe/FingerprintInfo.htm>
- Completion of all required coursework (except one class with permission from your advisor) by the beginning of the student teaching semester

**Step 2: Complete the online Student Teaching Application located on the COE Student Teaching webpage at <http://www.msubillings.edu/coe/ETP/FieldExper/StudentTeaching.htm>**

1. Your Advising Worksheet(s) and/or Plan of Study applicable to your program must accompany your student teaching application. **Fill out the grades and semester terms for each course!**
  - **Undergraduate Student:** Advising worksheets found at <http://www.msubillings.edu/advise/>  
\*Elementary Education Majors Only: Also include the **applicable K-8 Elementary Education Content Core Licensure Requirements form** included at the end of this application. Choose the Catalog Prior to Fall 2013 form **OR** Catalog 2013-2015 form.
  - **Graduate Student:** Plan of study found at <http://www.msubillings.edu/grad/PlansOfStudy.htm>  
\*Graduate, Secondary Education Majors: Also **print out** the undergraduate teaching major and/or minor advising worksheet applicable to your plan of study: found at <http://www.msubillings.edu/advise/> (Ex: Teaching History major, Teaching English major, etc.)  
\*Graduate, Elementary Education Majors: Also include the **K-8 Elementary Education Content Core Licensure Requirements form** included at the end of this application.
2. To assist you with completing your advising worksheet(s) or plan of study use your unofficial transcripts.  
REMINDER: Make sure to write the correct course on your advising worksheet or plan of study if the course is a substitution course. Example: If you transferred a Writing 105 course from Rocky Mountain College, write this RMC WRIT 105 course down. Do not write the MSUB WRIT 101 course.
3. Calculate GPAs indicated on your application. Use the included GPA Calculation and the GPA Calculation Guide information sheets to assist you in determining all requested GPAs. There is also an online GPA Calculator located at the bottom of the COE Student Teaching webpage.
4. A current, valid criminal background report (CBR) must be on file in the Office of Educational Theory and Practice (ETP). You may submit your CBR to any of the ETP offices: COE 209, 219, or 261.
  - Criminal background reports are valid for only 24 months. If the report expires before the duration of your student teaching placement(s) or the end of the semester, whichever is later, fingerprinting will have to be repeated.
  - The College of Education will not register you for student teaching if your CBR expires before the duration of your student teaching placement. Double majors need to be especially aware of this.
  - The CBR process takes 4-8 weeks so it is very important that you complete all the requirements and submit the following four items to the ETP office in COE 209, COE 219, or COE 261: fingerprint card, check or money order, consent form, and notarized self-disclosure form.
  - Fingerprinting and Federal Criminal Background Check Information is found at: <http://www.msubillings.edu/coe/FingerprintInfo.htm>
5. **ALL** unofficial transcripts must accompany your application.
6. This is a professional application. Carefully proof read and correct any errors.
7. Save your student teaching application, advising worksheets and/or plan of study, resume, and other documents to a flash drive. Bring this flash drive with you to your advisor appointment. Some advisors welcome the flash drive so you can make immediate changes. Other advisors do not use this method.

**Step 3: Develop a one-page professional resume.**

1. The MSUB Career Services Office (LIB 100, 657-2168) can provide assistance in helping you develop your resume.
2. Print **(5) five copies of your resume** on professional paper and include these copies with your application.

#### **Step 4: Schedule an appointment with your advisor(s).**

- Secondary students are advised to meet with your education department advisor first.
  - It is very important to proof your application and resume for errors before your appointment.
1. Bring to the advising appointment:
    - Completed, final copy of the student teaching application
    - Completed, Advising Worksheet(s) and/or Plan of Study (**Elementary Education Majors**: Also include K-8 Elementary Education Content Core Licensure Requirements found on last pages of application)
    - Copy of your current, unofficial, MSUB transcript printed from "MyInfo"
    - Copy of unofficial transcripts from any other college or university you have attended
    - Completed, final copy of your professional resume
  2. Advisors will review, and sign the application once all application requirements are met.

#### **Step 5: Deliver final copies, in person, to Jeanie Kalotay, Field Experience Coordinator, in COE 211.**

1. Plan to stay a few minutes while a brief review of the application occurs. Applications and all documents must be complete and accurate. Please do not slide the application under Jeanie's door or give to anyone else. Jeanie's office hours that she will be accepting student teaching applications will be posted on her door. If you cannot come at these posted times, please email Jeanie ([jkalotay@msubillings.edu](mailto:jkalotay@msubillings.edu)) or call 406-657-2317 to schedule a meeting time to review your application.
  - Exception: Candidates who do not come to campus for classes need to communicate with your advisor for review, signatures, and submission to Jeanie.

2. **What to submit:** (Incomplete information will not be allowed and will require you to submit later)
  - One complete, final copy of the entire application with all required signatures and documents
  - Completed Advising Worksheet(s) and/or Plan of Study
    - Fill out the grade and semester term for all completed courses. Do not leave any areas blank except for your current and future courses.
  - Copy of your current, unofficial, MSUB transcript printed from "MyInfo"
  - Copy of unofficial transcripts from any other college or university you have attended
  - Five (5) copies of your professional resume on professional paper

#### **Step 6: Interview letter is mailed to you (Billings School District #2 placements only).**

1. An informational letter is mailed to you requesting you to interview your possible mentor teacher. This is standard procedure for Billings School District #2 and may also be required for out-of-the-area placements depending on the school district policy.
2. Mentor teachers confirm the placement after your interview.

#### **Step 7: Final placement letter is mailed to you.**

1. Kathy Holt mails a final placement letter to you to the permanent address indicated on your student teaching application.
  - Mailing occurs approximately two months after the application deadline.
  - The letter includes Information about your placement, the two (2) required student teaching seminars, and mentor/supervisor evaluation folders.

#### **Step 8: The College of Education, Office of Educational Theory and Practice (ETP) will register you for student teaching.**

1. You will be registered for 6, 9, 12, or 18 credits for student teaching depending on your major after these requirements are met:
  - Complete student teaching application with all required signatures and documents has been submitted to Jeanie Kalotay.
  - Final placement has been confirmed with Kathy Holt.
  - A valid, current criminal background report is on file in the Educational Theory and Practice office.

## GPA Calculation

You will be completing **one** column of GPA calculations based on your major. Calculations will be completed using the grades from your Advising Worksheets or Plan of Study as well as the attached GPA Calculation Guide. The online GPA calculator can also be used as a helpful resource. This tool can be found at <http://www.msubillings.edu/coe/FieldExper/StudentTeaching.htm>

- **Undergraduate Elementary Education** – GPA calculations to complete:
  - **Elementary Content Core:** Include all courses listed on the *K-8 Elementary Education Content Core Licensure Requirements Worksheet*.
  - **Professional Core:** Include only courses listed under the Professional Core heading on the *Advising Worksheet*.
  - **Required Elementary Core:** Include only the courses under the Required Elementary Core heading on the *Advising Worksheet*.
  - **2<sup>nd</sup> Major or Minor:** If applicable, only include courses on the *Advising Worksheets* that specifically reference a second major or minor. If you have both a second major and a minor, calculate the GPAs separately. Do not include other unrelated classes or electives as part of a second major or minor.
  - **Overall:** This GPA is found on the last page of your MSUB transcript.
  
- **Undergraduate Secondary & K-12** – GPA calculations to complete:
  - **Professional Core:** Include only courses listed under the Professional Core heading on the *Advising Worksheet*.
  - **Content Major:** Include only courses listed on the *Advising Worksheets* under the heading(s) that relate(s) to your content major (English, Math, etc.). **Do not** include the first page of general education/academic foundations requirements; these courses will be included in the overall GPA.
  - **2<sup>nd</sup> Major or Minor:** If applicable, only include courses on the *Advising Worksheets* that specifically reference a second major or minor. If you have both a second major and a minor, calculate the GPAs separately. Do not include other unrelated classes or electives as part of a second major or minor.
  - **Overall:** This GPA is found on the last page of your MSUB transcript.
  
- **Graduate & Teacher Licensure** – GPA calculations to complete:
  - **Plan of Study:** Include only courses listed on your plan of study.
  - **Content Major:** Include only courses listed on the *Advising Worksheets* under the heading(s) that relate(s) to your content major (English, Math, etc.). Elementary Education majors will include all courses listed on the *K-8 Elementary Education Content Core Licensure Requirements Worksheet*.
  - **2<sup>nd</sup> Major:** If applicable, only include courses on the *Advising Worksheets* that specifically reference a second major. Do not include other unrelated classes or electives.
  - **Content Minor:** If applicable, only include courses on the *Advising Worksheets* that specifically reference a minor. Do not include other unrelated classes or electives.

## GPA Calculation Guide

1. Fill out your advising worksheets or plan of study with the letter grades and the number of credits earned for each course using your transcripts.
2. Calculate each GPA specified on the Student Teaching Application by using the following procedures:
  - Determine the quality points for each course based on the details provided in these charts:

Letter	Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0

	1 credit	2 credits	3 credits	4 credits	5 credits
A	4.0	8.0	12.0	16.0	20.0
A-	3.7	7.4	11.1	14.8	18.5
B+	3.3	6.6	9.9	13.2	16.5
B	3.0	6.0	9.0	12.0	15.0
B-	2.7	5.4	8.1	10.8	13.5
C+	2.3	4.6	6.9	9.2	11.5
C	2.0	4.0	6.0	8.0	10.0

- Add the total number of quality points earned and then add the total number of credits earned. Divide the total number of quality points by the total number of credits to determine your GPA.

Example 1: Sample Student 1

Course	Credits	Grade	Quality Points (Use chart above)
WRIT 231	3	A-	11.1
COMT 105	4	B+	13.2
PSYX 124	3	C+	6.9
MUSI 341	3	A	12.0
M 219	4	B-	10.8
Total Credits: 17			Total Quality Points: 54
			GPA = 54/17 = <b>3.18</b>

Example 2: Sample Student 2

Course	Credits	Grade	Quality Points (Use chart above)
HSTA 124	2	A-	7.4
BIOB 434	5	C+	11.5
CHEM 121	3	B+	9.9
BUS 352	4	B	12.0
CALC 300	4	A	16.0
Total Credits: 18			Total Quality Points: 56.8
			GPA = 56.8/18 = <b>3.16</b>



**COLLEGE OF EDUCATION  
STUDENT TEACHING APPLICATION**

**Candidate Name:** \_\_\_\_\_

**ID Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

(Placement letters will be sent to this address.)

**College of Education Faculty Advisor Name:** \_\_\_\_\_

Teaching Major	2 <sup>nd</sup> Teaching Major (if applicable)	Minor or Concentration (if applicable)

Choose Placement Option One **OR** Placement Option Two:

**Placement Option One (Yellowstone Region)**

If Billings Public Schools is one of your choices then you must also check a second box. If you do not want Billings Public Schools, but want to stay in the Yellowstone region, you may select only one box. Specific grade levels and schools (in districts with more than one school) cannot be requested.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Absarokee K-12 Schools<br><input type="checkbox"/> Belfry K-12 Schools<br><input type="checkbox"/> Billings Public Schools<br><input type="checkbox"/> Billings Catholic Schools<br><input type="checkbox"/> Blue Creek Elementary<br><input type="checkbox"/> Bridger K-12 Schools<br><input type="checkbox"/> Broadview K-8<br><input type="checkbox"/> Canyon Creek K-8<br><input type="checkbox"/> Columbus K-12 Schools | <input type="checkbox"/> Custer K-12 Schools<br><input type="checkbox"/> Elder Grove K-8 School<br><input type="checkbox"/> Elysian K-8 School<br><input type="checkbox"/> Fromberg K-8 School<br><input type="checkbox"/> Hardin Public Schools<br><input type="checkbox"/> Huntley Project Schools<br><input type="checkbox"/> Independent K-6 School<br><input type="checkbox"/> Joliet Public Schools<br><input type="checkbox"/> Lockwood Schools | <input type="checkbox"/> Laurel Public Schools<br><input type="checkbox"/> Morin K-6 School<br><input type="checkbox"/> Park City K-12 Schools<br><input type="checkbox"/> Pioneer K-6 School<br><input type="checkbox"/> Red Lodge Schools<br><input type="checkbox"/> Roberts K-12 Schools<br><input type="checkbox"/> Roundup K-12 Schools<br><input type="checkbox"/> Shepherd K-12 Schools |
|---|--|---|

**Placement Option Two (Beyond the Yellowstone Region, out-of-state, & international)**

Write in a specific district or school that is not on the Option One list above. Provide principal and school contact information (name, email, phone, and address).

**Comments:** Indicate any special issues or information you would like to have considered in arranging your placement. If necessary, attach a professional letter of explanation with additional information, circumstances, etc.

- Billings School District #2 requires student teaching interviews before placements are confirmed.
- It is school policy that you not be placed in a school with immediate family members.

**GPA CALCULATIONS & ADVISOR SIGNATURE(S)**

Meet or exceed all GPA requirements (**2.65 GPA or higher in teaching major(s), minor(s)**, and **overall** with no grade below a C). \*A course with an incomplete must have a posted grade (no lower than a C) prior to the student teaching semester.

**Please complete the column of GPA calculations that corresponds to your major.**

<u>Undergraduate Elementary Education</u> GPA Calculations:	<u>Undergraduate Secondary &amp; K-12</u> GPA Calculations:	<u>Graduate/Teacher Licensure</u> GPA Calculations:
K-8 Elem. Content Core: _____	Professional Core: _____	Plan of Study: _____
Professional Core: _____	Content Major: _____	Content Major: _____
Required Elem. Ed. Core: _____	2 <sup>nd</sup> Major: _____	2 <sup>nd</sup> Major: _____
2 <sup>nd</sup> Major: _____	Minor: _____	Content Minor: _____
Minor: _____	Overall: _____	
Overall: _____		

**I have reviewed this application with the student and I approve eligibility for student teaching.**

\_\_\_\_\_  
College of Education Faculty Advisor                      Date

\_\_\_\_\_  
Arts & Sciences Faculty Advisor (if applicable)                      Date

\_\_\_\_\_  
College of Education Faculty Advisor (if applicable) Date

\_\_\_\_\_  
Allied Health Professions Faculty Advisor (if applicable)                      Date

**CONSENT AND RELEASE**

	<b>Length</b>	<b>Credits</b>	<b>Register Me For:</b> <i>(Check the box)</i>
<b>Undergraduate Single Majors</b>	14 Weeks	Elementary: 12 All Others: 9	12 <input type="checkbox"/> 9 <input type="checkbox"/>
<b>Undergraduate Double Majors</b>	10 Weeks + 10 Weeks	18 credits: 9+9	18 <input type="checkbox"/>
<b>Graduate Degree</b>	14 Weeks	6	6 <input type="checkbox"/>
<b>Graduate Double Major</b>	10 Weeks + 10 Weeks	12 credits 6+6	12 <input type="checkbox"/>
<b>Graduate Teacher Licensure/Endorsement</b>	14 Weeks	6	6 <input type="checkbox"/>
<b>Graduate Licensed Teachers</b>	10 Weeks	6	6 <input type="checkbox"/>
<b>For All Student Teachers regardless of Licensure Status:</b> ____ My <b>current</b> criminal background report (CBR) is on file in the ETP office and will <b>not expire</b> before the duration of my student teaching placement(s) or the end of the semester, whichever is later. ____ My criminal background report (CBR) <b>expires</b> before the duration of my student teaching placement(s) or the end of the semester, whichever is later and I will submit new fingerprint cards, payment, consent form, and notarized self-disclosure to the ETP office. * I understand I will not be registered for student teaching with a CBR that expires during student teaching.			<b>Expiration Date:</b>  

Successfully completing an approved Teacher Education Program at MSUB prepares candidates for teacher licensure. Licensure or certification offices in each state are responsible for evaluating and issuing licenses for all educators. I understand MSUB will make an institutional recommendation to the appropriate state licensure unit once I have successfully completed all program requirements and submitted a licensure application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



**COLLEGE OF EDUCATION**  
**PERMISSION TO TAKE ONE CLASS DURING STUDENT TEACHING**  
**(COMPLETE ONLY IF YOU NEED TO TAKE A CLASS DURING STUDENT TEACHING)**

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Advisor	Teaching Major	2nd Teaching Major	Minor or Concentration

- Complete this form **only** if you are planning to take ONE class concurrently with student teaching.
- Obtain the signature of your College of Education faculty advisor.
- If you are requesting permission to take more than one class, or if your faculty advisor does not support the request to take one class during student teaching, a petition form must be submitted to the College of Education Appeals Committee. This petition form must be submitted to the ETP office in COE 209 before the application due date (March 15<sup>th</sup> or October 15<sup>th</sup>). The College of Education Petition Form is located at: <http://www.msubillings.edu/coe/forms/index.htm>

Class (Number & Name): \_\_\_\_\_ Credits: \_\_\_\_\_  
 ONLINE       FACE-TO-FACE (Evenings or weekend only)  
 Day of week: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Advisor's Recommendation:     I support the request     I do not support the request

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Include an explanation, if needed.





**For Undergraduate Elementary Education Majors Only**  
**Catalogs Prior to Fall 2013**

Name: \_\_\_\_\_

ID Number: \_\_\_\_\_ Advisor: \_\_\_\_\_

<b>K-8 Elementary Education Content Core Licensure Requirements</b> <b>UNDERGRADUATE ELEMENTARY OR ELEMENTARY DOUBLE MAJOR</b> <b>**CATALOGS PRIOR TO FALL 2013**</b>					
Course Identification	Equivalent Substitutions	Term	Grade	Credits	Content Core Points
<i>All core content is required for final licensure</i>	<i>rubric and # or other documentation</i>				
<b>ENGLISH</b>					
WRIT 101					
WRIT 201					
<b>ORAL SKILLS (Information Literacy)</b>					
COMX 111					
<b>MATHEMATICS</b>					
M 130 or M 121					
M 131					
<b>NATURAL SCIENCES</b>					
BIOB 101					
PHSX 105					
<i>*one lab for either science needed for licensure*</i>					
<b>SOCIAL SCIENCES</b>					
PSYX 100					
PSCI 210 or 220					
<b>HISTORY &amp; CULTURAL DIVERSITY</b>					
HSTA 101 or 102					
NASX 105 or 205					
GPHY 121 or HSTR 102					
<b>FINE ARTS</b>					
MUSI 101					
ARTZ 102					
<b>HUMANITIES</b>					
<i>(Humanities course)</i>					
				<b>Total Credits</b>	<b>Total Points</b>
				<b>Content Core GPA</b>	

*General Education Content Core  
 GPA  
 A minimum cumulative GPA of 2.65*



**For Undergraduate Elementary Education Majors Only**  
**Catalog 2013-2015**

Name: \_\_\_\_\_

ID Number: \_\_\_\_\_ Advisor: \_\_\_\_\_

<b>K-8 Elementary Education Content Core Licensure Requirements</b> <b>UNDERGRADUATE ELEMENTARY OR ELEMENTARY DOUBLE MAJOR</b> <b>**CATALOG 2013-2015 **</b>					
<b>Course Identification</b>  <i>All core content is required for final licensure</i>	<b>Equivalent Substitutions</b>  <i>Rubric and number or other documentation</i>	<b>Term</b>	<b>Grade</b>	<b>Credits</b>	<b>Content Core Points</b>
WRIT 101					
COMX 111 or 115					
M 130					
M 131					
SCIN 101					
SCIN 102					
SCIN 103					
SCIN 104					
PSCI 210 or 220					
HSTA 101 or 102					
NASX 105 or 205					
GPHY 121					
MUSI 101					
ARTZ 102					
<i>(Humanities course)</i>					
<b>Total Content Core Credits</b>					
				<b>Total Credits</b>	<b>Total Points</b>
				<b>Content Core GPA</b>	

*General Education Content Core  
**GPA**  
 A minimum cumulative GPA of 2.65*



**For GRADUATE Elementary Education Majors Only**

Name: \_\_\_\_\_

ID Number: \_\_\_\_\_ Advisor: \_\_\_\_\_

K-8 Elementary Education Content Core Licensure Requirements					
GRADUATE ELEMENTARY TEACHER LICENSURE OR MASTERS					
Course Identification	Equivalent Substitutions	Term	Grade	Credits	Content Core Points
<i>All core content is required for final licensure</i>	<i>Rubric and number or other documentation</i>				
WRIT 101					
COMX 111 or 115					
M 130					
M 131					
Life Science					
Physical Science					
<i>*one lab for either science needed for licensure*</i>					
PSCI 210 or 220					
HSTA 101 or 102					
NASX 105 or 205					
GPHY 121					
MUSI 101					
ARTZ 102					
<i>(Humanities course)</i>					
<b>Total Content Core Credits</b>					
				<b>Total Credits</b>	<b>Total Points</b>
				<b>Content Core GPA</b>	

*General Education Content Core  
GPA  
A minimum cumulative GPA of 2.65*