COLLEGE OF EDUCATION (COE)
STUDENT TEACHING APPLICATION INSTRUCTIONS

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

Application Deadlines: Fall Student Teaching: Due date is March 15th
Spring Student Teaching: Due date is October 15th

Application Process Timeline: 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 Field Experience Coordinator.
Interview letter, if applicable, will be mailed to you.
Cooperating Teacher 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. If you are unable to attend an application workshop because you are out of the Billings area, you must coordinate with your faculty advisor to make sure you are completing your application correctly. You must read all the following directions closely. If you have questions, please contact your advisor <u>first</u>, then the Field Experience Coordinator: Kathy Holt at kholt@msubillings.edu

2. Bring a <u>blank copy</u> 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 <u>all</u> 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. The Student Teaching Guidebook is considered the syllabus for your graded student teaching internship.
   <u>Student Teaching Eligibility Requirements</u>:

   - Admission to the Teacher Education Program (Graduate Students - make sure this is done.)
   - 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. Don't let grades drop in final 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
   - 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 PDF fillable <u>Student Teaching Application</u> **located on the COE Student Teaching webpage at** http://www.msubillings.edu/coe/ETP/FieldExper/StudentTeaching.htm
*Note: You may need to refresh your browser or clear your browser history to bring up the most current Student Teaching Application.

1. Save the fillable PDF to your computer desktop, complete it, save to a flash drive, and print. Some Apple computers are not allowing this PDF form to be saved to their computer desktop. You may need to download necessary programs/software or use a different computer on campus to complete and save your application.
2. **First page of Student Teaching Application:**
    - Permanent Address: Only a postal service address where you will be in May/June or in December depending on your placement semester. Do not provide a dorm room address.
    - Provide a professional email address and change your voicemail message to make sure it is professional.
    - If you do not have a 2nd Teaching Major, leave this blank. Do not indicate a minor in this area.
    - Placement Option One: Check one or two boxes only.
    - Placement Option Two: Complete specific contact information.
    - Comments Section: Include if you have relatives in a specific school or other comments that you think are necessary for your placement.
        o OPI Endorsement Teachers: Include that you are an OPI Teacher, your teaching area, and your grade level.
3. **Second page of Student Teaching Application:**
    - Complete all advising worksheet(s) and/or Plan of Study from the catalog year you started your program. This is very important!
    - 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 - handwritten Worksheet(s) and/or Plan of Study is acceptable.**
    - **<u>Undergraduate Students</u>**: Advising Worksheets found at http://www.msubillings.edu/advise/
        o <u>Elementary Education Majors Only</u>: Also include **ONE applicable K-8 Elementary Education Content Core Licensure Requirements form** included at the end of this application.
    - **<u>Graduate Students</u>**: Plan of Study found at http://www.msubillings.edu/grad/PlansOfStudy.htm
        o <u>Graduate, Secondary Education Majors</u>: 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.)
        o <u>Graduate, Elementary Education Majors</u>: Also include the **K-8 Elementary Education Content Core Licensure Requirements form** included at the end of this application.
    - To assist you with completing your advising worksheet(s) or plan of study use your <u>unofficial transcripts from "MyInfo"</u>. Do not go to the Registrar's Office to ask for a transcript.
      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 in the equivalent substitution section. If you do not have an unofficial transcript from RMC and are only using the MSUB transcript that shows your RMC course, the course will have XXX in place of the number. This is not acceptable to show your course as RMC WRIT XXX. We need the course number and unofficial transcript for all colleges or universities attended for your education program.
    - <u>Calculate GPAs</u> indicated on your application. Complete only one column of GPA calculations that corresponds to your major. Your Overall GPA for MSUB is located at the end of your MSUB transcript. 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.

- 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. Please contact the ETP office is you are unsure of your CBR expiration date.
  - 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 6-8 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

4. **Third page of Student Teaching Application:**
   - Permission to take ONE class during student teaching - Only Complete this form if you have permission from your advisor to take one class concurrently with student teaching. *Make sure to register for this ONE class ASAP when registration opens, especially EDU 406 or EDF 515.
   - If you are requesting to take more than one class or need to petition an issue related to your student teaching, you must complete the Educator Preparation Program Appeals Committee Petition form located at: **http://www.msubilings.edu/coe/forms/index.htm**

5. **All** unofficial transcripts from All universities/colleges that you have completed coursework for your education program must accompany your application.
   - Official copies are not needed for this application, only for licensure purposes, however, it is recommended you order OFFICIAL transcripts for licensure now. You may also want to order sever official transcripts for job opportunities.

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. You do not need a resume if you are teaching in your own classroom.

Step 4: Schedule an appointment with your advisor(s). Make appointment immediately and don't wait until the last week before the application due date. You may have several appointments with your advisor to schedule.

- 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
   - Competed Advising Worksheet(s) and/or Plan of Study (**Elementary Education Majors**: Also include the applicable 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 that show coursework toward your education program. Otherwise, this/these transcript(s) is/are not needed.
   - Completed final copy of your professional resume

2. Advisors will review and sign your application once all application requirements are met.

Step 5: Deliver your final application to the Field Experience Coordinator, Kathy Holt - COE 220.

1. Applications and all documents must be complete and accurate. Make sure you have completed filling in ALL grades and semester terms for ALL coursework in your education program. If you have not received a grade for a current or future course, leave that space blank but complete the intended correlating semester term.
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
        o Fill out the grade and semester term for all completed courses. Do not leave any areas blank except for your current and future courses, but do include the intended semester term.
    - Copy of your current, unofficial MSUB transcript printed from "MyInfo"
    - Copy of unofficial transcripts from any other college or university you have attended (with completed coursework toward your education program)
    - Five (5) copies of your professional resume on professional paper and paper-clipped.
      *No resume needed if you are teaching in your own classroom.

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 cooperating 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. Cooperating teachers confirm the placement after your interview.

Step 7: Final placement letter is mailed to you.

1. Kathy Holt, Field Experience Placement Coordinator, 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 cooperating teacher/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 <u>6, 9, 12, or 18 credits</u> 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.
    - Final placement has been confirmed.
    - A valid, current criminal background report is on file in the Educational Theory and Practice office.
2. If you are receiving financial services, please let your financial advisor know that registration for student teaching will be done by the College of Education ETP office as soon as your registration requirements above have been met.

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*.
  - **2nd 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.
  - **2nd 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.*
  - **2nd 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 = **3.18**

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 = **3.16**

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	2nd 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.

☐ Absarokee K-12 Schools   ☐ Custer K-12 Schools   ☐ Laurel Public Schools
☐ Belfry K-12 Schools   ☐ Elder Grove K-8 School   ☐ Morin K-6 School
☐ Billings Public Schools   ☐ Elysian K-8 School   ☐ Park City K-12 Schools
☐ Billings Catholic Schools   ☐ Fromberg K-8 School   ☐ Pioneer K-6 School
☐ Blue Creek Elementary   ☐ Hardin Public Schools   ☐ Red Lodge Schools
☐ Bridger K-12 Schools   ☐ Huntley Project Schools   ☐ Roberts K-12 Schools
☐ Broadview K-8   ☐ Independent K-6 School   ☐ Roundup K-12 Schools
☐ Canyon Creek K-8   ☐ Joliet Public Schools   ☐ Shepherd K-12 Schools
☐ Columbus K-12 Schools   ☐ Lockwood 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). If necessary, attach a page with additional information.

_____

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.

Undergraduate Elementary Education GPA Calculations:	Undergraduate Secondary & K-12 GPA Calculations:	Graduate/Teacher Licensure GPA Calculations:
K-8 Elem. Content Core: _____	Professional Core: _____	Plan of Study: _____
Professional Core: _____	Content Major: _____	Content Major: _____
Required Elem. Ed. Core: _____	2nd Major: _____	2nd Major: _____
2nd 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

	Length	Credits	Register Me For:
Undergraduate Single Major	14 Weeks	Elementary: 12 All Others: 9	12 ☐ 9 ☐
Undergraduate Double Major	10 Weeks + 10 Weeks	18 Credits: 9 + 9	18 ☐
Undergraduate Double Major (with Reading)	14 Weeks + 6 Weeks	18 Credits: 12 + 6	18 ☐
Graduate Master or Teacher Licensure Single Major (Initial Licensure)	14 Weeks	6 Credits	6 ☐
Graduate Master or Teacher Licensure Double Major (Initial Licensure)	10 Weeks + 10 Weeks	12 Credits: 6 + 6	12 ☐
MT Licensed Teachers Adding Endorsement	10 Weeks	6 Credits	6 ☐

MT Licensed Teachers Only:	OPI SEID Number: _____	Expiration Date: _____	Name [as it appears on MT License]: _____

For All Student Teachers regardless of Licensure Status:	**Expiration Date:**
☐ My **current** criminal background report (CBR) is on file in the ETP office and will **not expire** before the duration of my student teaching placement(s) or the end of the semester, whichever is later. ☐ My criminal background report (CBR) **expires** 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.**	

I have purchased my TK20 Membership at https://msubillings.tk20.com. ☐ [Checked box = Yes]

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 <u>ONE</u> 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 <u>ONE</u> 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 15th or October 15th). 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.

3

For Undergraduate Elementary Education Majors Only
Catalogs Prior to Fall 2013

Name: _____

ID Number: _____ **Advisor:** _____

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

Total Credits	**Total Points**

Content Core GPA

General Education Content Core GPA
A minimum cumulative GPA of 2.65 with no grade lower than a "C".

For Undergraduate Elementary Education Majors Only
Catalog 2013-2015

Name: _____

ID Number: _____ **Advisor:** _____

K-8 Elementary Education Content Core Licensure Requirements
UNDERGRADUATE ELEMENTARY OR ELEMENTARY DOUBLE MAJOR
**CATALOG 2013-2015 **

Course Identification *All core content is required for final licensure*	Equivalent Substitutions *Rubric and number or other documentation*	Term	Grade	Credits	Content Core Points
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					
(Humanities course)					
Total Content Core Credits					

Total Credits	Total Points

Content Core GPA

General Education Content Core GPA
A minimum cumulative GPA of 2.65 with no grade lower than a "C".

MONTANA
STATE UNIVERSITY
BILLINGS

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 *All core content is required for final licensure*	**Equivalent Substitutions** *Rubric and number or other documentation*	**Term**	**Grade**	**Credits**	**Content Core Points**
WRIT 101					
COMX 111 or 115					
M 130					
M 131					
Life Science					
Physical Science					
one lab for either science needed for licensure					
PSCI 210 or 220					
HSTA 101 or 102					
NASX 105 or 205					
GPHY 121					
MUSI 101					
ARTZ 102					
(Humanities course)					
Total Content Core Credits					

	Total Credits	**Total Points**

General Education Content Core GPA
A minimum cumulative GPA of 2.65 with no grade lower than a "C".

Content Core GPA