MEMORANDUM

TO: PROSPECTIVE STUDENT TEACHERS
FROM: EDUCATION DEPARTMENT
RE: STUDENT TEACHING APPLICATION FOR FALL 2012/SPRING 2013

Complete the attached application in a careful, correct, and professional manner. A copy of your resume and cover letter will be sent to your supervisor, cooperating teacher and principal of the school for your future placement.

Please refer to the Education Department’s website for additional information on student teaching as well as the Student Resource Center website for samples of cover letters and resumes if needed.

http://academics.smcvt.edu/twhiteford/index.htm
http://www.smcvt.edu/studentlife/src/career/resume_home.asp

Submit COMPLETED COPY to:
Lynn Wells, Education Office, St. Edmund’s 319
by 4:00 PM on Wednesday, February 1, 2012

Your application will be reviewed by Karen Donovan, Teacher Licensing Coordinator. Please contact her with questions: kdonovan@smcvt.edu, STE 306, 654.2826. We will let you know when it is time to contact your prospective cooperating teacher. This process can take several weeks.
Name: __________________________________ Telephone/Cell #: ________________________________

SMC Box # ______ Email Address: ____________________________ Do you have a car? ______

I plan to student teach □ Fall 2012  OR  □ Spring 2013 and seek an initial teaching license in:

□ Elementary Education  OR  □ Secondary Education/____________________

(content area)

Grade Level Preference: ____________________________________________

Please indicate your overall GPA _____ Education GPA _____ other major GPA _____

Provide one set of these documents to Lynn Wells in the Education Office, 319 Saint Edmunds:

☐ Completed Cover Page (this page)
☐ Completed Liberal Arts Faculty Advisor Recommendation Form
☐ Academic Program Evaluation printed from Knight Vision
☐ List of courses you are currently enrolled in
☐ A completed Documentation of K-6 Hours form [Elementary Education students only]

Provide separate word documents for each piece below in an email to: kdonovan@smcvt.edu.

☐ Cover Letter
☐ Current Resume

I give Saint Michael’s College permission to send my cover letter and resume to prospective cooperating teacher(s). If you have an objection, please contact Karen Donovan.

☐ I passed and submitted my scores to SMC for:  _____ Praxis I  _____ Praxis II

☐ I am scheduled to take Praxis I on: ____________ or Praxis II on: ____________ and will provide a copy of my scores to Lynn Wells as soon as I have received them.

PRAXIS I UPDATE: Effective 9/1/10, the Saint Michael’s College Education Department will accept a Praxis I composite score or alternative tests (SAT/ACT). Please refer to the revised Praxis handout available on the Education Department pages and read it carefully to be sure you fully understand the requirements and limitations when applying for a license outside of Vermont. Copies are also available outside the Education Office, STE 319. If you choose to use a composite score or SAT/ACT scores, you are required to fill out a Praxis Waiver from which is available from Lynn Wells in the Education Office.
Cover Letter

Use the following salutation: “Dear Cooperating Teacher” and include a closing and sign the letter.

Your letter should include the following (not necessarily in this order):

- Give some general information about yourself (class year, major, interest in education).
- Briefly describe your philosophy of teaching and its connection to the SMC Education Department theme. Integrate examples that illustrate how your experiences have reflected on one or more of these themes.
- In general terms, explain how your learning experiences in the Education Program have prepared you for student teaching. (No need to reference specific courses).
- Refer to your resume and expand on a significant experience that would demonstrate your strengths and talents for student teaching.
- Include any additional information you think is pertinent (CPR, Best Buddies, work with diverse populations, camps, etc.).

Your letter will probably be longer than one page but less than three.
EDUCATION DEPARTMENT

LIBERAL ARTS FACULTY ADVISOR (SECOND MAJOR) RECOMMENDATION FORM
FOR STUDENT TEACHING PLACEMENT

__________________________________________________________
Department of ________________________ Your name ________________________

Name of Student ______________________ Year of Graduation ______

(To the student: Please attach this recommendation to your completed application.)

The above student is applying for student teaching through the Education Department. Because the student has a major in your department, it is important to check his/her qualifications in the major before student teaching. Elementary Education students must have a 2.7 GPA and Secondary Education students must have a 3.0 GPA in major courses. Please check the appropriate box below and comment on the student's suitability for a semester in an elementary or secondary classroom. Thank you.

EVALUATION AND RECOMMENDATION (check only one box):

☐ I endorse this student's application for student teaching.

☐ Even though the student has above a 2.7 GPA (Elementary Education) or a 3.0 GPA (Secondary Education), my concerns are expressed below.

☐ The applicant's GPA is below the required 2.7 GPA (Elementary Education) or 3.0 (Secondary Education). However, based upon the student’s academic progress, and other qualities, I recommend him/her for student teaching (Please attach a supporting letter).

☐ The applicant’s GPA is BELOW the required 2.7 (Elementary Education) or 3.0 (Secondary Education) and I am unable to recommend him/her.

☐ The applicant has recently transferred to this department and we are unable to evaluate him/her.

(Signed) ______________________________________, Faculty Advisor

(Date) ____________________

Any comments and/or concerns:
Vermont State teacher licensing regulations require all students planning to be licensed in Elementary Education to obtain 60 hours of practical experience at a grade level different from the one in which they student teach. You will need 60 hours in either K – 3 or 4 - 6 in addition to your student teaching hours at the opposite level.

If you student teach in grades K – 3, then you will need 60 hours at the 4-6 grade level....

If you student teach in grades 4 – 6, then you will need 60 hours at the K – 3 grade level....

** SOURCES OF PRACTICAL EXPERIENCES **

- **Required courses** with assigned hours of practical experience: ED 231 (20 hours); ED 325 (20 hours); ED 340 (15 hours); ED 331 (3 hours at the K-3 level).
- **Elective courses** with assigned hours of practical experience: Study Abroad: ASE (60+ hours); ED 423 Practicum for 1 cr. (40 hours); 2 cr. (80 hours) or 3 cr. (120 hours).
- **Other SMC courses** with assigned practical experiences: Biology 108 (6 hours); Sociology 109 (20 hours service learning component with Prof. Delaney).

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<tr>
<th>Date/Semester</th>
<th>Courses/Experience</th>
<th>Location</th>
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<th>Hours in Grade 4 - 6</th>
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Total in K-3:  
Total in 4-6:

**Student Teaching Grade Level: K 1 2 3 4 5 6 (circle one)**

Additional hours at either the K-3 or the 4-6 level can be gained through volunteering or working in a school, academic summer camp or similar situation, in Vermont or at home. This may include classroom volunteer work, tutoring in an educational setting, or academic after-school programs. **See page two for a sample of the documentation letter required for hours not completed through SMC courses. The letter should be dropped off in the Education Department Office, 319 St. Edmunds or mailed to Lynn Wells, Education Department, Box 281, Saint Michael's College, One Winooski Park, Colchester, VT 05439.**

**Undergraduate students:** If you decide you really want to student teach at the other level, it is not too late to get an additional 60 hours through an ED 423 practicum or other experiences as described above.
ON SCHOOL LETTERHEAD
AND SIGNED BY TEACHER OR
SCHOOL PRINCIPAL

Documentation letters should be dropped off in the Education Department Office, 319 St. Edmunds or ask the school or organization to mail the letter to: Lynn Wells, Education Department, Box 281, Saint Michael’s College, One Winooski Park, Colchester, VT 05439.

Date

The Education Department
Saint Michael’s College
Box 281
One Winooski Park
Colchester, VT 05439

TO WHOM IT MAY CONCERN:

This letter confirms that ____________________ completed a teaching experience at ____________________ School between ________________ and ________________ (dates).

The experience totaled ______ contact hours at the K-3 grade level OR_____ contact hours at 4-6 grade level.

Sincerely,

___________________________________
Signature
(of teacher or school principal)

___________________________________
Title