



College of Education
Office of Field Experiences
Education Building, Room 139
704-687-8802
education.uncc.edu/ofe

Application for Graduate Student Teaching Request for School Placement

Application Procedures

All Middle Grades and Secondary students should contact Dr. Adam Myers to complete the application online.

DO NOT PRINT THIS APPLICATION PACKET DOUBLE-SIDED. Applications must be submitted in person in order to discuss placement options and student teaching requirements. Please call 704-687-8802 to schedule a 20-minute appointment before the deadline. Application packets **must** include **all** of the following items at the time of submission. Incomplete application packets will be returned to candidates, and appointments will be cancelled. (Graduate student teachers admitted through the distance education program may call the Office of Field Experiences to discuss their application submission.)

1. *Application for Graduate Student Teaching*
2. *Advisor's Recommendation and Eligibility Checklist*, with advisor's signature
3. A copy of your program planning sheet, updated with current information
4. A copy of your unofficial **academic** transcript
5. Signed *Student Consent to Release Records* form
6. *Criminal Background Check and Drug Screening*
7. *Guidelines for Graduate Student Teaching Clearance*
8. Three (3) copies of a current resume
9. Three (3) copies of the *Autobiographical Statement*
10. Three (3) copies of the signed *Graduate Student Teaching Policies and Responsibilities* document

General Information

All teacher education candidates in the Master of Arts in Teaching and Graduate Certificate in Teaching (previously named Fast-Track) programs are required to complete a course that encompasses graduate student teaching. Successful completion of graduate student teaching is required for all candidates if they are to be recommended for a Professional Level I teaching license in North Carolina.

Graduate student teaching is a **16-week full-time experience** and must be completed within the grade levels and subject area for which the candidate is seeking licensure. Candidates who are not currently employed are placed in the classroom with a qualified cooperating teacher. The Office of Field Experiences will identify an appropriate student teaching placement setting where the candidate will work under the guidance of a qualified cooperating teacher. **Applicants may not negotiate their own placements through personal contacts with school personnel, nor may they be placed in schools where their relatives are students or employees.**

Criteria for Admission to Graduate Student Teaching

Before beginning graduate student teaching, the candidate must meet the following criteria:

1. Formal admission to the Graduate Certificate in Teaching or the Master of Arts in Teaching through the Office of Teacher Education Advising, Licensure, and Recruitment (TEALR).
2. Completion of all professional education coursework with a GPA of 3.0 or higher and no more than two grades of C.
3. Completion of all background coursework requirements in the teaching content area with a GPA of 2.50 or better and no grades lower than C.

4. Documentation of technology components required to be completed prior to student teaching (either on your own, or through a specified course in your department; see your advisor for further information).
5. Documentation of field experiences in two diverse settings prior to graduate student teaching.

Application Deadlines

The Office of Field Experiences maintains the official roster of all university students who are admitted to student teaching. The office also assists candidates in obtaining required documentation for licensure. Therefore, all candidates must make an appointment to submit the completed application packet to the Office of Field Experiences by the following deadlines:

- *Application for Fall semester student teaching internship:* First week of February
- *Application for Spring semester student teaching internship:* First week of September

Notification of Placement

Students will be notified by email of their school placement assignment. **This information will be sent to the student's UNC Charlotte email account.** This email will contain a link to important information about orientation, course registration, and final eligibility criteria for student teaching. All correspondence from the Office of Field Experiences to students is **only** sent to students' UNC Charlotte email accounts. Students are reminded to check these email accounts often.

Course Registration and Orientation

Submission of this application does not constitute official course registration for the course that comprises graduate student teaching. Candidates who meet the criteria for admission to graduate student teaching will be issued a permit to register by the Education Advisor or Program Coordinator in their department. Notification of the permit to register will be sent to the candidate's university email account. After receiving the permit, the candidate must follow the standard university procedures for course registration. When registering, please refer to footnotes in the *Schedule of Classes* since **it is important that candidates register for the appropriate section.** A **mandatory orientation session** will be held before the UNC Charlotte classes begin. The OFE website will contain details of this orientation session. All graduate student teaching candidates are required to attend this orientation.

Student Teaching Placements

The following school systems are within the UNC Charlotte geographic area for completion of the graduate student teaching/internship. If your school system does not appear on the list below, please consult with the Director of Field Experiences to determine if accommodations can be made. A currently employed distance education candidate may complete the graduate student teaching/internship in his/her school district, if allowed by the district and if the school district will enter into a Field Experiences Agreement with the Office of Field Experiences at UNC Charlotte. Distance Education candidates may be required to drive up to 50 miles one way from their student teaching placement site. Transportation and technology access are the responsibility of the student.

Anson County	Cleveland County	Gaston County	Mooresville City	Union County
Cabarrus County	Iredell-Statesville	Lincoln County	Rowan-Salisbury	
Charlotte-Mecklenburg	Kannapolis City	Rutherford County	Stanly County	

PLEASE COMPLETE:
 Graduate Student Teaching Semester
 Year 20____ Fall ____ Spring ____

Application for Graduate Student Teaching
Request for School Placement

Mr. Mrs. Miss Ms. (Circle One)

Name _____ **ID # 800** _____
 (Last) (First) (Middle)

Permanent Address _____ **Phone** (____) _____
 (Street) (City) (State) (Zip)

Student Teaching Address (at which you will be living during student teaching, if different from above) _____ **Phone** (____) _____
 (Street) (City) (State) (Zip)

UNC Charlotte Email _____ **Other Phone** (____) _____

Faculty Advisor _____ **Current Licensure** (if applicable) _____

Are you officially enrolled in the Distance Education program at UNC Charlotte? ____ Yes ____ No

Are you enrolled in the NCIS (Niner Clinical Immersion School) program? ____ Yes ____ No

Do you have a current NC teaching license: ____ No ____ Yes, Licensure area & type of license _____

Licensure Area

- ____ Arts Education (K-12): ____ Art ____ Music ____ Theatre (MDSK 6470) ____ Dance (DANC 5400)
- ____ Birth – Kindergarten Education (CHFD 6400)
- ____ Elementary Education (ELED 6470)
- ____ Foreign Language (K-12): ____ French ____ German ____ Spanish (MDSK 6470)
- ____ Middle Grades (6-9): ____ Language Arts ____ Mathematics ____ Science ____ Social Studies (MDSK 6470)
- ____ Special Education: ____ General Curriculum (SPED 6475) ____ Adapted Curriculum (SPED 6476)
- ____ Teaching English as a Second Language (TESL 6470)
- ____ Secondary Education (9-12): ____ Biology ____ Chemistry ____ Physics ____ Comprehensive Science
 ____ Social Studies ____ Mathematics ____ English (MDSK 6470)

Degree Level

- ____ Master of Arts in Teaching Degree (MAT)
- ____ Graduate Certificate (Fast Track)

Placement Request Information

The University has formal agreements with the following school systems to place student teachers in the many schools that are within a radius of approximately 50 miles from campus. These school systems are within the UNC Charlotte geographic area for student teacher placements and supervision. Please rank order (1-3) your preferences from the systems listed below. Preferences are considered but not guaranteed. *Transportation is the responsibility of the student.*

- | | | | |
|----------------------------|--------------------------|------------------------|-------------------|
| ____ Anson County | ____ Gaston County | ____ Mooresville City | ____ Union County |
| ____ Cabarrus County | ____ Iredell-Statesville | ____ Rowan-Salisbury | |
| ____ Charlotte-Mecklenburg | ____ Kannapolis City | ____ Rutherford County | |
| ____ Cleveland County | ____ Lincoln County | ____ Stanly County | |

UNC Charlotte does not allow placement in schools where the student teacher or intern has been employed or volunteered.

Schools, Grade Levels, and Subject Area Preferences: _____

Special Considerations for Placement: _____

List all area schools where you have family or close relatives employed or enrolled _____

I verify that all information submitted with my student teaching application is current and accurate. If any information changes before starting my student teaching, I will contact the Office of Field Experiences promptly.

CANDIDATE SIGNATURE _____ **Date** _____

Advisor's Recommendation and Eligibility Checklist for Admission to Graduate Student Teaching/Internship

Candidate Name _____ ID Number: 800 _____

Licensure Area _____

Advisor _____

Before beginning graduate student teaching/internship, the candidate must meet the following criteria. At the time of application, the advisor must verify that the candidate is likely to meet these criteria by the end of the semester.	Advisor's Verification and Comments
1. Completion of all professional education coursework with a GPA of 3.0 <u>and</u> no more than two grades of C.	
2. Completion of all background coursework requirements in the teaching content area with a GPA of 2.5 or better and no grades lower than C.	
3. Documentation of completion of field experiences in three diverse settings (Note: Only one setting may be the school site for the graduate internship.) Attach documentation if not on file in candidate's department. <ul style="list-style-type: none"> a. b. c. (Student Teaching site) 	
4. Are there pending Academic Petitions awaiting approval? Yes _____ No _____	

Advisor Verification for Graduate Student Teaching/Internship:

I verify that the above information is correct at the time of the candidate's application for student teaching.

Advisor Signature
Date



STUDENT CONSENT TO RELEASE RECORDS

Name of Student (Print): _____

Student ID: _____

Date of Birth: _____

The Family Educational Rights and Privacy Act (FERPA) affords certain rights to students concerning the privacy of, and access to, their education records. I, the undersigned, hereby authorize The University of North Carolina at Charlotte to release the following education records and information:

- Name
- Permanent Address
- Current Address
- Phone
- Email Address
- Student Teaching School
- Program Area
- GPA and other Academic Standing Information
- Autobiographical Statement
- Praxis I & II results
- Criminal Background Check results

to School System Personnel and Department of Public Instruction/Licensure Division for the purpose of internship and/or student teaching placement, application for teacher licensure, and school employment opportunities until further notice.

I understand further that: (1) I have the right not to consent to the release of my educational records and information; (2) I have the right to receive a copy of such records upon request; (3) and that this consent shall remain in effect until revoked by me, in writing, and delivered to the University Registrar, but that any such revocation shall not affect disclosures previously made by The University of North Carolina at Charlotte prior to the receipt of any such written revocation.

Student's Signature

Date

Signature of Parent or Guardian (if student is under 18 years of age)

Date

This information is released subject to the confidentiality provisions of appropriate state and federal laws and regulations, which prohibit any further disclosure of this information without the specific written consent of the person to who it pertains, or as otherwise permitted, by such regulations.

**CRIMINAL BACKGROUND CHECK AND DRUG SCREENING
ACKNOWLEDGEMENT AND AGREEMENT
UNC CHARLOTTE
COLLEGE OF EDUCATION**

Candidate's Printed Name

Licensure Program/ Degree or Certificate Level

1. I understand and acknowledge that the UNC Charlotte College of Education (COED) has affiliated with school districts and other facilities (hereinafter "Agencies") to provide field experiences, student teaching, and internships for candidates in the COED. I further understand and acknowledge that the Agencies have a compelling interest in the integrity of their services and the welfare of the children and clients they serve, others who may come into contact with candidates, and the candidates themselves.

2. I understand and acknowledge that in order to protect their interests, many Agencies/Schools require candidates to comply with their drug testing and/or criminal background check policies and to undergo drug testing and/or criminal background checks as conditions of participating in their education programs. In addition, such Agencies/Schools may require that candidates submit to the required drug testing and/or criminal background checks at the candidates' own expense.

3. I understand and acknowledge that an Agency/School may, in accordance with its policies, reject or terminate a candidate's placement from its Agency/School based on the results of the drug testing and/or criminal background checks.

4. I am or will be enrolled as a candidate in the COED, and plan to participate as a candidate in an educational experience at an Agency/School.

5. Because participation in Agency/School-related educational programs is a degree requirement for candidates in the COED program indicated above, I understand that I may be required to undergo a criminal background check and/or drug screening as a condition of my participation in an internship, field placement, or clinical experience at an external educational Agency/School district.

6. As a condition of participating as a candidate in an education program, I hereby agree to comply with the criminal background check requirements at each Agency/School to which I am assigned. If the Agency/School facilitates criminal background checks, I agree to comply with such requirements and to follow the procedures set forth by the Agency/School.

7. I hereby agree to comply with the drug screening test requirements at each Agency/School to which I am assigned. If the Agency/School facilitates drug screening, I agree to comply with such requirements and follow the procedures set forth by the Agency/School.

8. I have read both the COED Criminal Background Check and Drug Screening Policy and this Acknowledgement and Agreement, and I understand its contents. I have had the opportunity to ask questions of and discuss the Policy and this Acknowledgement and Agreement with appropriate administrators in the COED. I understand that I am responsible for meeting the requirements set forth in the Policy and this Acknowledgment and Agreement.

Candidate's Signature

Date

Guidelines for Graduate Student Teaching Clearance (Graduate Certificate)

Candidates planning to begin student teaching must comply with the following:

1. Must have a **2.5 GPA in all content area** coursework BEFORE the student teaching semester. **This is a non-negotiable College of Education policy.**
2. MDSK & K-12 candidates have a **3.0 GPA in the professional education** coursework BEFORE the student teaching semester. **This is a non-negotiable College of Education policy.**
3. Candidates must have a **grade of "C" or higher in ALL content coursework and College of Education coursework.** **Must not have more than two grades of "C" in the program.**
4. Secondary, Middle Grades, and K-12 student teaching candidates must register for **MDSK 6470**. **TESL students register for TESL 6470. Foreign Language students register for FLED 6470.**
5. **Evidence of at least three diverse clinical placements (student teaching may count as the third)**
6. Must have finished all coursework prior to the internship semester. All grades of "**Incomplete**" or courses **needing revalidation must be resolved BEFORE** the student teaching semester.
7. In calculating any GPA, advisors will follow the University grade replacement policy.
8. Obtain any needed academic petitions or departmental clearance (Music, English, Dance, etc).
9. Complete required licensure portfolio evidence in TaskStream before the end of the semester prior to student teaching. To learn what is required for your program, go to www.uncc.edu to contact your program advisor.
10. **Orientation is Mandatory.** If you are placed in a Cabarrus or CMS school, you are required to attend a CMS or Cabarrus Orientation. You will be in your placement setting the first TEACHER workday. Vacations cannot be taken during the student teaching semester. Plan to end your vacation prior to the orientations. Pay close attention to information you receive from OFE and check the OFE website and your UNC Charlotte email often for updated information.
11. Notify the Office of Field Experiences of any changes in your status or personal information (i.e., home address, phone number, etc.), or if you cannot complete the internship. **THIS IS VERY IMPORTANT. DO NOT FORGET TO DO THIS! WE COUNT ON YOU TO BE PROFESSIONAL!**

I have received a copy of these guidelines, and understand my responsibility in meeting them to receive clearance for student teaching.

Candidate Name (printed) _____

Candidate Signature _____

Date _____

Typed Autobiographical Statement: Summarize significant personal experiences that will acquaint administrators, teachers, and supervisors with your background. Include items such as your reasons for becoming a teacher, educational beliefs, career goals, educational and employment experiences, personal activities, hobbies, interests, and travel. This statement will be sent to schools when placement is requested.

I understand that my autobiographical statement will be distributed to school personnel as part of my placement request.

Signature

Date

Graduate Student Teaching Policies and Responsibilities
Graduate Student Teachers

Candidates are responsible for adhering to all policies, procedures, and responsibilities noted below and within the *Student Teaching and Graduate Internship Handbook*.

1. The goal of the graduate student teaching placement process is to place each graduate student teacher in an environment where maximum professional growth can occur. While a candidate's preference is always considered, other critical factors affect the final placement decision, including the negotiations between the University and the school systems. Therefore, no assurance will be given that placement will be in the desired location. Special circumstances should be discussed with the Director of Field Experiences at the time of application. The candidate is obligated to accept the placement that is arranged. Transportation is the responsibility of the candidate.
2. The candidate may not seek to influence or arrange his/her school placement by contacting administrators, principals, or teachers.
3. The candidate may not complete graduate student teaching in a school where a son/daughter is a student or where a parent, spouse, or other close relative is employed.
4. Graduate student teachers are not placed in schools where they were **formerly** employed as a teacher assistant, long-term substitute teacher, coach, or volunteered.
5. Graduate student teaching is typically a three semester-hour course; however, the requirements and responsibilities of student teaching constitute a full-time academic load. Therefore, graduate student teachers may not register for additional coursework unless it is an approved component of their student teaching semester.
6. Graduate student teaching places heavy responsibilities and time demands on candidates, far beyond what is normally experienced in a three semester-hour course. Responsibilities at school or on campus are never waived or modified to accommodate the demands of outside commitments.
7. Graduate student teachers must comply with the policies, procedures, and expectations for teachers of the school system to which they are assigned, including attendance, work hours, dress, and personal conduct. Graduate student teachers follow the holiday calendar of the school system, rather than that of UNC Charlotte.
8. All activities during graduate student teaching are designed to encourage maximum professional growth. Graduate student teachers are responsible for implementing all requirements and expectations described in the *Student Teaching and Graduate Internship Handbook*. In addition, graduate student teachers can expect to receive additional requirements and responsibilities assigned by the cooperating teacher and the university supervisor.
9. Attendance and punctuality are mandatory for all daily school activities and for all on-campus events, including the Graduate Student Teaching Orientation and seminar meetings.
10. Submission of the *Application for Graduate Student Teaching* does not constitute registration for the graduate student teaching course. University course registration must be completed in the regular manner during the pre-registration or registration periods.
11. Final approval for graduate student teaching is granted immediately before the beginning of the semester. If this final screening reveals that the applicant has become ineligible, the candidate must cancel his/her registration, and school system personnel will be notified. If the candidate learns that he/she is likely to become ineligible, or if the candidate decides not to enter graduate student teaching as scheduled, the Director of Field Experiences should be notified immediately. Failure to do so is considered discourteous and unprofessional because of its negative impact on both the University and the school.
12. The Office of Field Experiences must be made aware of any special requests that are relevant to eligibility for graduate student teaching (such as taking a course with student teaching).
13. On the application for admission to the teacher education program, students were asked to disclose all misdemeanor and felony convictions they may have received. Since admission to teacher education, students who are convicted of misdemeanor or felony charges will notify the Office of Teacher Education Advising, Licensure, and Recruitment (TEALR) immediately. Failure to do so may result in dismissal from the teacher education program.
14. **Candidates are reminded that successful completion of program licensure portfolio requirements is necessary and mandatory for a licensure recommendation. This may include successful completion of edTPA and state mandated testing requirements for your program area.**

I have read the above statement, *Graduate Student Teaching Policies and Responsibilities*, and I agree to accept and abide by the policies and conditions stated herein.

Signature: _____ Date: _____