Application for Graduate Student Teaching while Employed as a Teacher Assistant

Application Procedures

DO NOT PRINT THIS APPLICATION PACKET DOUBLE-SIDED. Applications must be submitted in person in order to discuss student teaching requirements. Please call 704-687-8802 to schedule an appointment beginning two weeks prior to the Application Week deadline (see Application Deadlines on the next page). Application packets must include all the following items at the time of submission. Incomplete application packets will be returned to candidates, and appointments will be cancelled. (Graduate Interns 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 transcript
5. Signed Agreement for Graduate Student Teaching as a Teacher Assistant
6. Signed Student Consent to Release Records form
7. Criminal Background Check and Drug Screening
8. Guidelines for Graduate Student Teaching Clearance
9. Three (3) copies of a current resume
10. Three (3) copies of the Autobiographical Statement
11. 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 or the Graduate Certificate in Teaching (formerly named Fast Track) programs are required to complete a course that encompasses graduate student teaching. Successful completion of graduate student teaching is required for both employed and non-employed candidates. Graduate student teaching provides the basis for the recommendation for a Standard Professional Level I teaching license in North Carolina.

Graduate student teaching is a 16-week full-time experience, and in some cases, it can be completed in the employed candidate's own public school classroom. Graduate student teaching must be conducted within the grade levels and all content areas for which the candidate is seeking licensure. Employment in classrooms/settings other than the area in which the candidate is seeking licensure does not fulfill the requirements for licensure. Candidates employed in non-public schools who wish to complete student teaching in their place of employment must comply with policies and procedures regarding private school placement that can be found on the Office of Field Experiences website at www.ofe.uncc.edu. Clinical experience in public schools prior to student teaching is required. Consult the Office of Field Experiences website for additional policy information.

Criteria for Admission to Graduate Student Teaching

Before beginning graduate student teaching, candidates 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 complete 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 three diverse settings prior to 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

Teacher assistants will receive verification by email that their placement in their own school is confirmed. This information will be sent to the candidate’s UNC Charlotte email address. This email will contain a link to important information about orientation, course registration, and final eligibility criteria for graduate student teaching. All correspondence from the Office of Field Experiences 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 academic 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 sections. A mandatory orientation session will be held the week before the UNC Charlotte classes begin. The OFE website will contain details of this required orientation session.

Employment as Teacher Assistant

Candidates who are teacher assistants in public classrooms are permitted to complete the full-time graduate student teaching experience while employed, if certain conditions are met. These conditions include, but are not limited to:

- Approval of the school system, as verified by the principal and/or Human Resources Representative – NOTE: Not all systems allow this option.
- Full-time employment in a classroom for the 16-week student teaching experience. (Candidates in special education classrooms must meet other criteria.)
- Verification that the classroom teacher meets the criteria to serve as the cooperating teacher
- Willingness of the classroom teacher to serve as the cooperating teacher, including a role reversal if necessary to cover the duties of the teacher assistant, if applicable.
- Establishment of a plan for the gradual assumption of teaching responsibilities in all curriculum areas

Additional information regarding teacher assistants can be found on the enclosed Agreement for Graduate Student Teaching as a Teacher Assistant.

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 is the responsibility of the student.

- Anson County
- Cabarrus County
- Charlotte-Mecklenburg

- Cleveland County
- Iredell-Statesville
- Kannapolis City

- Gaston County
- Lincoln County
- Rutherford County

- Mooresville City
- Rowan-Salisbury
- Stanly County
Application for Graduate Student Teaching as a Teacher Assistant

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)
   (Street) (City) (State) (Zip)
Other Phone ______________________________________ University Email: ____________________@uncc.edu
Faculty Advisor ______________________ Current Licensure (if applicable) ______________________
Are you officially enrolled in the Distance Education program at UNC Charlotte? ___ Yes ___ No
Do you have a current NC teaching license: ___ No ___ Yes, Licensure area & type of license ______________________
Licensure Area
   ____ Elementary Education (ELED 6470)
   ____ Birth – Kindergarten Education (CHFD 6400)
   ____ Special Education: ___ General Curriculum (SPED 6475) ___ Adapted Curriculum (SPED 6476)
Degree Level
   ____ Master of Arts in Teaching Degree (MAT)
   ____ Graduate Certificate (Fast Track)
List schools where you have family or close relatives employed or attending:
________________________________________________________________________________

Teacher Assistant Applicants: Student Teaching Placement Information

Do you have permission to remain employed as a teacher assistant during your student teaching semester, as determined by your school system’s policies? If yes, submit the enclosed Agreement for Graduate Student Teaching as a Teacher Assistant.

Assistant assignment during graduate student teaching: Grade level(s) _______ Subject Area(s) ______________________
School __________________________________ System __________________________ Phone (___)_____________________
Years completed as a teacher assistant at this school ____________________ Total years as a teacher assistant ________________
Principal’s Name ___________________________________ Cooperating Teacher’s Name ________________

The following school systems are within the UNC Charlotte geographic area for student teacher placements and supervision:

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

I verify that all information submitted with my graduate 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. I also verify that my application complies with the policies and guidelines.

CANDIDATE SIGNATURE ____________________________________________________________ Date _______________________

Please complete
Graduate Student Teaching Semester
Year 20______ Fall ___ Spring ___
___ Teacher Assistant Candidate

S:coed/ofe/app/GST TA updated 07-01-2016
Advisor’s Recommendation and Eligibility Checklist
for Admission to Graduate Student Teaching

Candidate Name ___________________________________________ ID Number: 800______
Licensure Area _________________________________________________________________
Advisor ________________________________________________________________

Before beginning graduate student teaching, 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.

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<tr>
<th>No.</th>
<th>Criteria</th>
<th>Advisor’s Verification and Comments</th>
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<tbody>
<tr>
<td>1.</td>
<td>Completion of all professional education coursework with a GPA of 3.0 or higher and no more than two grades of C.</td>
<td></td>
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<tr>
<td>2.</td>
<td>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.</td>
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<td>3.</td>
<td>Documentation of completion of field experiences in three diverse settings (Note: One setting may be the school site for the graduate student teaching.)</td>
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<td></td>
<td>a.</td>
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<td>b.</td>
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<td></td>
<td>c. (Student Teaching Site)</td>
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<tr>
<td>4.</td>
<td>Are there pending Academic Petitions awaiting approval? Yes_____ No______</td>
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</tbody>
</table>

Advisor Recommendation for Graduate Student Teaching:
I verify that the above information is correct at the time of the candidate’s application for student teaching.
I recommend this candidate for graduate student teaching.

__________________________________________
Advisor’s Signature

__________________________________________
Date
UNC Charlotte
Office of Field Experiences

Agreement for Graduate Student Teaching as a Teacher Assistant

Name: ___________________________________________________________ ID #: 800______________________
Home Address: _____________________________________________________________________________
Phone: _______________________________ UNC Charlotte Email: _________________________________
School: _______________________________ System: _______________________________
Principal/Director______________________ Phone: ______________________
Classroom Teacher: ____________________ Grade(s): ___________________

UNC Charlotte recognizes that the terms of employment for teacher assistants are determined by the school system. The University does not advocate for teacher assistants to remain in their positions during student teaching. The purpose of this agreement is to assure that both the terms of employment and the student teaching requirements can be met simultaneously. This description serves to highlight some of the requirements and conditions that must be considered by the principal, the classroom teacher, and the candidate prior to the beginning of student teaching. Graduate student teaching for teacher assistants is similar to the traditional undergraduate student teaching experience. Some of the key requirements and conditions include:

a) **Full-time placement** for 16 weeks as follows:
   - Birth-Kindergarten: a single birth-to-kindergarten setting with a qualified classroom teacher
   - Elementary: a single, self-contained elementary classroom with a qualified classroom teacher
   - Special Education: a classroom with at least five learners receiving the appropriate curriculum for which the graduate student teacher is seeking licensure, plus a qualified classroom teacher.

b) Supervision by the classroom teacher who meets the requirements to serve as the cooperating teacher:
   a. Full-time teaching responsibilities for the student teaching semester
   b. Professional Level II licensure in the area student teacher is seeking licensure
   c. At least three years of successful teaching experience
   d. Willingness to serve as a cooperating teacher, including a role reversal, as necessary, with the teacher assistant
   e. Professional preparation for teaching that included a student teaching experience
   f. Effective instructional, management, communication, and interpersonal skills
   g. Effective mentoring and supervision skills to conduct formal observations and conferences
   h. Demonstrated professionalism and on-going professional growth
   i. Endorsement by the principal as a good role model for teaching

c) Release from teacher assistant responsibilities for the entire 16-week semester. During the semester, the teacher assistant will:
   a. Gradually assume responsibilities each week for planning, teaching, and assessing all areas of the curriculum, with sufficient opportunities for observing prior to the assumption of full-time teaching responsibilities.
   b. Assume full-time teaching responsibilities for a minimum of four consecutive weeks.
   c. Gradually release teaching responsibilities each week for the remainder of the semester after completion of full-time teaching.

d) Opportunity to complete the standard requirements, including written lesson plans for all lessons taught, videotaping for self-evaluation, periodic on-campus seminars, and formal observations and conferences.

*We understand and agree that_____________________________will be able to complete the requirements and conditions noted above while employed as a teacher assistant.*

Principal ___________________________________________________________ Date ________________

Cooperating Teacher _______________________________ Date ________________

Cooperating Teacher  E-mail ____________________________________________

Graduate Student Teacher _____________________________________________ Date ________________

Note to Special Education and Birth to Kindergarten Candidates: Please attach a copy of the classroom teacher’s valid North Carolina teaching license.
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 or other licensure exam 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 whom 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

Drug Screening & CBC Acknowledgement/Agreement
August 2012
S:coed/ofe/app/GST TA updated 07-01-2016
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](http://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 the schools when placement is requested.

*I understand that my autobiographical statement will be distributed to school personnel as part of my placement request.*
Graduate Student Teaching Policies and Responsibilities
for Graduate Student Teachers Employed as Teacher Assistants

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

1. 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.

2. Graduate student teachers are not placed in schools where they were formerly employed as a teacher assistant, long-term substitute teacher, or coach. Depending on the school district policy, teacher assistants may take a leave of absence and stay in their school for graduate student teaching only if the school system, principal, and the Office of Field Experiences agree that this is an appropriate placement for the candidate.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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).

12. 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.

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: __________________