

Student Teaching Preparation Stages 2015-2016

STAGE I Application	STAGE II Academic Clearance	STAGE III Student Teaching Approval
<p style="text-align: center;">Deadline _____</p> <p>Complete the following. Place all documents in the application folder and submit to the Office of Field Experiences and Student Teaching (COE-223) by the appropriate deadline:</p> <ol style="list-style-type: none"> 1. Online EdTrack application at: education.depaul.edu>Current Students>Online Tools>EdTrack Print page after entering data. 2. DePaul Unofficial Transcript - 3 copies 3. Undergraduate transcripts - 3 copies (graduate students) 4. Student Teaching Resume - 3 copies (find samples at: education.depaul.edu>Current Students>Student Teaching>Student Teaching Mandatory Meeting Materials>Resources) 5. Writing Sample/Cover Letter - 3 copies <p style="text-align: center;">PLEASE BE AWARE</p> <ul style="list-style-type: none"> * 2 school choices - if not accepted in either you will be placed in an appropriate school. * Cannot student teach in a school you attended or a child/relative attends or works. * Criminal Background Check, Proof of Medical Insurance, Interviews, Separate Applications may be required. * CPS Student Teachers complete CPS Online Registration. * Placements cannot be changed once accepted. * 100% attendance is required. <p style="text-align: center;">Brigid Hinterberger - bhinterb@depaul.edu Kate Liston - kliston@depaul.edu Lois Walsh - lwalsh5@depaul.edu</p> <p style="text-align: center;">Check EdTrack regularly for updates. Keep contact info current on Campus Connection under Demographic Portfolio</p> <p>Questions? Contact the Office of Field Experiences & Student Teaching at 773.325.7768. or email kliston@depaul.edu</p>	<p style="text-align: center;">Deadline _____</p> <p>The audit will verify that you have completed the following:</p> <ol style="list-style-type: none"> 1. Achieved Advanced Standing by meeting requirements & submitting petition form. 2. Verify that you have completed ALL courses required of the program. 3. Passing TAP, Content Area Test. 4. No outstanding course or grade issues. 5. Undergraduates must have a cumulative GPA of at least 2.50, and major GPA of at least 2.75. Graduate students must have at least 3.0 DePaul GPA. 6. World Language students must complete the Oral Proficiency Interview (OPI) and indicate DePaul on the form. <p style="text-align: center;">Endorsements:</p> <p>If you have taken SCU 339 or SCG 439 an endorsement evaluation with your advisor is recommended. Endorsements not reviewed prior to Student Teaching must be processed by ISBE after licensure. Forms are available at education.depaul.edu>CurrentStudents>Policies&Forms>Forms Library</p> <p style="text-align: center;">Questions? Contact Advising at 773.325.4409.</p> <p style="text-align: center;">TAP & CONTENT TESTS register at: www.ilts.nesinc.com</p> <p>You will have at least two opportunities to take and pass the Content Test before the Academic Clearance Deadline. Check the Dates and Deadlines schedule for the last date to take the test and still be eligible for Student Teaching. For assistance in test preparation, visit the Academic Success Center contact Nora Murphy at nmurphy4@depaul.edu.</p>	<p style="text-align: center;">Deadline _____</p> <p>In order to be registered for Student Teaching and the Capstone/Seminar, the following must be completed by the deadline:</p> <ol style="list-style-type: none"> 1. TB test - Results cannot be more than 90 days from when you will be entering the school. Fax results to 773.325.4744. For test, go to Walk-In Clinic at: Target, CVS, Walgreens, or to Board of Health, or Sage Clinic about 2 months before you begin Student Teaching. 2. Required Number of Field Experience Hours (by program) logged on FEDS - The Office of Field Experiences and Student Teaching will audit FEDS and approve hours one month before student teaching. 3. Three Online Faculty Evaluations entered in FEDS. Professors will automatically post evaluations from 3 specific courses in your program. Verify on FEDS that evaluations have been entered by checking View on FEDS. Contact professor if evaluation has not been entered. <p style="text-align: center;">COOPERATING TEACHER PACKET</p> <p style="text-align: center;">A packet will be available for pickup about 1 month prior to Student Teaching for your Cooperating Teacher. Information for student teachers will be available on Student Teaching site on D2L.</p> <p style="text-align: center;">REGISTRATION FOR STUDENT TEACHING & CAPSTONE/SEMINAR</p> <p style="text-align: center;">The Office of Field Experiences and Student Teaching will register you approximately one month before Student Teaching for Student Teaching and for Capstone (Undergraduate) or Seminar (Graduate) courses.</p> <p style="text-align: center;">Tuition is required for Student Teaching and for the Capstone (undergraduate)/Seminar (graduate) course.</p> <p style="text-align: center;">Questions? Contact the Office of Field Experiences & Student Teaching at 773.325.7768. or email kliston@depaul.edu.</p>

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