

Saint Joseph's University Department of Education
Office of Student Teaching and Field Experiences
251 Merion Hall
(610) 660-3080

Application and Contract for Student/Intern Teaching
For Elementary and Secondary Education Students
(Revised November 2011)

This document serves as a contract between the applicant for student or intern teaching and the Education Department. Please read it carefully before completing, signing and submitting. Placements will not be made, and supervisors will not be assigned to students without Praxis PPST Reading, Writing, and Math scores. Clearances that are valid for the entire student teaching semester must be submitted by the below dates.

Application Due Dates: Fall Semester – preceding January 15 including Praxis scores, and PA student teachers clearances submitted by April 15
Spring Semester – preceding May 15 including Praxis scores, and PA student teachers clearances submitted by December 15

Coursework, GPA, and Praxis Requirements:

Student/intern teaching is the capstone experience in the teacher preparation program at Saint Joseph's University. Student/intern teaching should be conducted after all education coursework is completed.

Undergraduate and graduate students are required to obtain a minimum GPA of 3.0 at Saint Joseph's to qualify for student/intern teaching and be certified in Pennsylvania. Secondary Education students must also obtain a GPA of 2.75 in their major (content area) to be recommended for student or intern teaching at Saint Joseph's. Students lacking the required GPA should contact their faculty advisor and the Assistant Director of Student Teaching before submitting an application for student/intern teaching.

Note: Students must pass the Reading, Writing, and Math PPST Praxis exams prior to conducting student/intern teaching. NO ASSIGNMENTS WILL BE MADE WITHOUT EVIDENCE OF THESE SCORES.

Supporting Documents:

The following documents must be submitted with your application:

1. An official transcript of all prerequisite courses taken to date at other institutions. Post-baccalaureate candidates (excluding graduate students) must include their undergraduate transcripts.
2. A copy of the scores on your Reading, Writing and Math PPST Praxis tests.
3. A signed Applicant's Statement Form (found below) authorizing the release of your transcript and letter of introduction and resume to potential host schools and school districts (not necessary if you are employed by the district).
4. For Undergraduate Secondary Education students: a letter from the major content area department chair attesting that you have completed all necessary coursework and are qualified to teach in the field.

All undergraduate students, and graduate students without paid teaching positions seeking a placement must also submit (items 5 and 6):

5. A well composed, typed, one-two page letter of introduction to your principal and cooperating teacher (not yet identified) that highlights the certification(s) your are seeking, your philosophy of education, and previous field and related working/volunteer experiences.
6. A one-two page resume including your:
 - Address, phone number, and e-mail address
 - Certification(s) you are seeking (e.g. Elementary, Secondary English, etc.);
 - Educational background (high school, college and graduate if applicable);
 - Previous school experience (including your labs and any volunteer experience – please list first)
 - Other relevant work and volunteer experience – please list after school experiences
 - Any other relevant qualifications or skills (such as command of a second language, coaching/athletic experience, musical or artistic talents, etc.).

Clearances:

For those students doing their student teaching, clearances must be valid for the entire period of student teaching. It is suggested that fall student teachers obtain clearances by April 15

It is suggested that spring student teachers obtain clearances by December 15.

In the State of Pennsylvania, you are required to have in your possession the following clearances:

- Pennsylvania State Criminal History Record (ACT 34)
- Pennsylvania Child Abuse History Clearance (ACT 151)
- Proof of Tuberculin Skin Test
- Federal FBI Criminal History Report (ACT 115)
- Form 6004 Arrest/Conviction Report and Certification Form

Links to these clearances are available on the education department website. Tuberculin tests may be obtained on campus in Student Health Services in Sourin Hall.

For OATCERT students doing their student teaching in a state other than Pennsylvania, please contact the state's Department of Education to find out specific requirements. These clearances have to be submitted with the application.

Applications lacking a valid copy of these official clearance reports will be considered incomplete and a placement request will not be sent out until all clearances are on file in The Office of Student Teaching.

Placements:

The Office of Student Teaching and Field Experiences will attempt to accommodate placement preferences, but placement is at the discretion of the Asst. Director of Student Teaching and Field Experiences. The Asst. Director will review and clear all applicants for student and intern teaching. Students seeking a placement will be notified once their placement is confirmed. Interns will also be notified by the office once their application for intern teaching has been processed and confirmed.

OATCERT students living outside the Philadelphia area will find their own student teaching placements. Once the applications are reviewed, a student teaching supervisor will be assigned for the required observations for PA certification.

Certain schools and school districts may require an interview with a student teacher candidate prior to confirming their placement. Students will be contacted by the Office for Student Teaching and Field Experiences in these cases.

Because of potential ethics issues and conflict of interest of parties involved, students will not be placed at their former high school, a school district or school attended by their own children, or at a school at which a parent, sibling, or other relative is employed. Student teachers should notify the Office of Student Teaching and Field Experiences if they are assigned to a school that would result in any of these situations.

Accommodations:

Students with disabilities requiring reasonable accommodations for their student teaching are urged to contact the Asst. Director of Student Teaching and Field Experiences and the Office of Services for Students with Disabilities, 113 Science Center (610-660-1620), as soon as possible.

Student/Intern Teaching Handbooks:

Students should prepare in advance for student/intern teaching by consulting the Student/Intern Teaching Handbook, which can be downloaded from the education department website or available for purchase at Saint Joseph's University Press prior to the start of the semester. Students should obtain a copy of this handbook for themselves and one copy for their cooperating or mentor teacher(s).

OATCERT students can download two copies of their student teaching handbook: one for the student and one for their cooperating teacher.

Dismissal from Student Teaching:

The SJU Education Department reserves the right to dismiss any student from student/intern teaching who does not properly represent the school in terms of professional behavior or good moral character; who behaves in a manner which does not meet the expectations of the profession; who is inadequately prepared; or who is physically, intellectually, or emotionally unable to meet the demands of a classroom setting (with the provision of reasonable accommodations in cases of students with disabilities).

Orientation Meeting:

There will be a Mandatory Meeting for all who are student or intern teaching on the first day of classes of the semester in which students are conducting their student/intern teaching. The specific time, day and location will be provided in the letter confirming student teaching placement. Student teachers will report to their student teaching assignment on the following day.

APPLICATION FOR STUDENT OR INTERN TEACHING
ST. JOSEPH'S UNIVERSITY
PHILADELPHIA, PA.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for my student teaching/intern teaching placement as may be necessary in arriving at a student teaching/intern placement decision. I hereby authorize St. Joseph's University to release my credentials and transcript to any and all school districts where I may be a student or intern teacher. I also understand that I am required to abide by all rules and regulations of the University, including those presented above.

Date: _____ ID #: _____

Signature of Applicant: _____

Academic Advisor (for Undergraduate and University College Students only):

Student Teaching Semester and Year for which you are applying: _____

Name (last, first): _____

Former Name(s): _____

Certification you are seeking (check one)

- Elementary (on campus students)
- Elementary /Special Ed. (on campus students)
- Secondary , Subject area _____ (on campus and OATCERT)
- Art Ed. (on campus)

Student Status (check one)

- Undergraduate
- College of Professional and Liberal Studies
- Graduate Program
- Graduate Intern Teacher (student with paid teaching position requesting to be supervised in his/her current position to complete certification requirements)
- Post BA/BS certification
- OATCERT

Preferred e-mail for communications:

***Note: OATCERT students must use SJU E-mail**

Current Address,

Other valid address:

Phone: Cell _____ - _____ - _____

Other: _____ - _____ - _____

Please notify The Office of Student Teaching of any change of name, address, or telephone number. We may need to notify you of matters related to your student teaching assignment..

PRAXIS SCORES – PPST 1 – Please indicate dates of each _____ Reading _____ Writing _____ Math

NOTE: A COPY OF THE OFFICIAL PRAXIS SCORE REPORT MUST ACCOMPANY THIS APPLICATION (Photocopy ok)

INTERN AND OATCERT STUDENTS WHO ALREADY HAVE A PLACEMENT SHOULD SKIP TO THE INTERN TEACHERS AND OATCERT STUDENTS WITH PLACEMENTS ONLY SECTION

ASSIGNMENT PREFERENCES

Note: We will try to honor requests, but there is no guarantee requests will be met.

Please choose one:

_____ Urban _____ Suburban _____ Private _____ Catholic _____ Charter

Elementary grade preference : Kindergarten _____ 1-3 _____ 4-6 _____

Secondary grade preference: _____ Middle School _____ High School

Special Education Grade Preference: _____ Elementary _____ Middle School _____ High School

Special Education Disability Preference: _____ learning disabilities _____ moderate-profound disabilities
_____ autistic support

Choose one: _____ inclusive classroom _____ self contained classroom

Other Preference information:

Address from which you will be commuting to your student teaching assignment (if different from current address):

Available transportation to student teaching assignment:

_____ personal car _____ public transportation

_____ need a school within walking distance to Saint Joseph's University

For Intern Teachers and OATCERT Teachers Who have Secured Their Own Placement

School Name and Address: _____

Mentor/Cooperating teacher name and e-mail address: _____

Grade/Subject: _____

Telephone Number of School: _____ - _____ - _____

Principal: _____

Please note that internships will only be approved in public, charter, or licensed private school settings. There must be a full-time professional staff member who has PA I certification at this school.

Please send OATCERT Student Teaching Applications and the required documentation to the attention of:

OATCERT Compliance Coordinator

251 Merion Hall
Saint Joseph's University
5600 City Avenue
Philadelphia, PA 19130

Or email to

jchristm@SJU.edu

Courses Required for Student/Intern Teaching: Secondary Education

Undergraduate Secondary Education (7-12)

Grade

EDU	<u>1011/1015</u>	Schools in Society	
			and
EDU	<u>1012/1016</u>	Certification Lab I	
EDU	<u>2031/2035</u>	Educational Psychology	
			and
EDU	<u>2032/2036</u>	Certification Lab II	
SPE	<u>2111/2115</u>	Education of the Special Learner	
EDU	<u>2311</u>	Reading in Content Area	
EDU	<u>2321</u>	Instructional Techniques (Content Specific)	
		EDU 2321, 2331, 2341, 2351 or 2361	
			and
EDU	<u>2322</u>	Pedagogy Lab	
		EDU 2322, 2332, 2342, 2352 or 2362	

Graduate Secondary Education (7-12)

EDU	<u>4015</u>	American Education	
			and
EDU	<u>4016</u>	Certification Lab I	
EDU	<u>4035</u>	Psychology of Teaching	
			and
EDU	<u>4036</u>	Certification Lab II	
SPE	<u>4805</u>	Education of the Special Learner	
EDU	<u>4105</u>	Reading in Content Area	
EDU	<u>4125</u>	Practical Issues in (Content Area)	

EDU 4125, 4135, 4145, 4155 or 4165

EDU 4126 and
Pedagogy Lab
EDU 4126, 4136, 4146, 4156 or 4166

English and Foreign Language Candidates Only:

EDU/LIN 2371/4195 Linguistics and Topics in Education
or

Other Linguistics Course

Courses Required for Student/Intern Teaching: Secondary Education

<u>Online Accelerated Teacher Certification Program (OATCERT)</u>	<u>Grade</u>
EDU 550: Historical and Contemporary Perspectives in Education	_____
EDU 550F: FE: Historical and Contemporary Perspectives in Education	_____
EDU 557: Adolescent Psychology	_____
EDU 557F: FE: Adolescent Psychology	_____
SPE 550: Foundations in Special Education	_____
SPE 550F: FE: Foundations in Special Education	_____
EDU 646: Language and Culture	_____
EDU 646F: FE: Language and Culture	_____
SPE 602: Diagnostic Assessment and Progress Monitoring	_____
SPE 602F: FE: Diagnostic Assessment and Progress Monitoring	_____
EDU 647: Literacy and Learning Across the Curriculum	_____
EDU 647F: FE: Literacy and Learning Across the Curriculum	_____
EDU 625: Theory and Practice in Secondary Teaching	_____
EDU 625F: FE: Theory and Practice in Secondary Teaching	_____

Student Teaching/Intern Teaching Application Checklist

_____ Completed application for student/intern teaching

_____ Transcript(s) from transfer colleges and universities (if applicable)

**OATCERT - Official transcripts from transfer colleges and universities documenting completion of prerequisites*

_____ Letter of introduction (not required for interns in paid positions)

_____ Resume (not required for interns in paid positions)

_____ Signature authorizing release of credentials and transcripts to school districts

_____ Letter of support from the major area department chair (Undergraduate Secondary Education students only)

_____ Praxis scores (must be a copy of the official ETS Score Report.)

_____ Reading
Met

_____ Writing

_____ Math

_____ Total

_____ Passed /

OUTSIDE OF PA STUDENT TEACHERS ONLY

_____ Signed Statement Regarding Background Clearances

PA STUDENT TEACHERS ONLY - CLEARANCES VALID FOR THE ENTIRE STUDENT TEACHING SEMESTER:

_____ Pennsylvania Child Abuse History Clearance ACT 151 (PA only)

_____ Pennsylvania State Criminal History Record ACT 34 (PA only)

_____ Federal FBI Criminal History Report CHRI

_____ Proof of Tuberculin Skin Test

_____ Form PDE 6004 Arrest/Conviction Report and Certification

_____ Signed Statement Regarding Background Clearances

Background Clearances Requirements
Saint Joseph's University Online Graduate Education Programs
Approved by General Counsel 10/25/2011

Applicable PA Certification Programs: Secondary 7-12, Instructional Technology Specialists K-12, Special Education, Principal K-12, Curriculum & Instruction Supervisor

All Saint Joseph's University students who have direct contact with children by participating in a classroom teaching, internship, clinical or field experience or who, as part of a program for the initial or advanced preparation of professional educators, perform classroom teaching or assist in the education program in a public or private school, intermediate unit or area vocational-technical school under the supervision of educator preparation program faculty, must comply with existing federal, state and local statues pertaining to Criminal History Records and other background and criminal history checks including mandated communicable disease testing.

Students completing field experiences within the Commonwealth of Pennsylvania regardless of student's residence

Relevant Pennsylvania Codes and Regulations

Act 114 of 2006, 24 PS 1-111 as amended,
 Act 34 Report of 1985 BACKGROUND CLEARANCE REQUIREMENTS
 24 PS 1-111 as amended (Act 61 of 2008, Act 114 of 2006,
 Act 70 of 2004, Act 48 of 2003, Act 153 of 2002, Act 30 of 1997 and Act 211 of 1990) 22 Pa Code, Chapter 8

The above regulations require all students to present current and valid copies of all clearances to their university Teacher/Administrator Preparation Program administrator PRIOR to participating in any required clinical field experiences, including practicums and student teaching. As of September 28, 2011, this requires completion of at least the following:

- State Police Criminal History Record
- Dept of Public Welfare Child Abuse Report
- Federal Criminal History Report (CHRI) – FBI Report
- Form PDE-6004

Procedures for obtaining the three required background checks are listed on the Department's Background Check webpage. Criminal history reports (results of background checks) shall be no more than one year old at the time of placement.

Students must also present results of a recent (within one year) **Tuberculin skin test**.

Clearances Summary (links open in new window)			
Required Clearances	Valid Period	Can be Obtained	Fee/Cost
The Pennsylvania State Police Request for Criminal Records (Act 34)	Good for one calendar year from the date of issue. Must be renewed every year.	Pennsylvania Access to the Criminal History (PATCH) System	\$10.00

The Child Abuse History Clearance (Act 151)	Good for one calendar year from the date of issue. Must be renewed every year.	Pennsylvania Department of Public Welfare PDF form (online)	\$10.00
The Federal Criminal History Record (Act 114)	Good for the duration of your program, as long as you are continuously enrolled.	Pennsylvania Department of Education: Instructions for registering	\$40.00
*When you have your fingerprints completed for the Federal Criminal History Record (above) electronically, please request that you receive a hard copy of your fingerprints! You will need to pay an additional fee at the time you are fingerprinted.			\$2.50
P.P.D. Tuberculin Test	Must be current with in one year and renewed each year.	Primary care physician	

Students completing field experiences outside the Commonwealth of Pennsylvania regardless of student's residence

It is the responsibility of the student to become aware of and to comply with existing federal, state and local statutes pertaining to Criminal History Records and other background clearances including mandated communicable disease testing in the specific location where they will be participating in any required clinical field experiences, including practicums and student teaching. Students are required to complete and present the attached document to the Saint Joseph's University Teacher/Administrator Preparation Program administrator PRIOR to participating in any required clinical field experiences, including practicums and student teaching.



Spirit | Intellect | Purpose

Department of Education

Statement Regarding Background Clearances

Date _____
Name _____
SJU ID# _____
Address _____
Phone _____

I will be participating in clinical field experiences, including practicums and student teaching in the following location(s)

CITY/TOWN _____
STATE/REGION _____
COUNTRY _____
BEGIN DATE _____

Please indicate agreement by initialing the following statements:

____ I understand that I may not participate in clinical field experiences, including practicums and student teaching until I have signed and presented this document to the Saint Joseph's University Teacher/Administrator Preparation Program administrator.

____ I have determined to the best of my ability that the following Criminal History Records Information and other background checks including communicable disease testing requirements for my location are as follows:

I hereby affirm that I have taken the necessary measures to be in compliance with all of the requirements listed above and I will maintain current and valid documentation of the requirements throughout my participation in the program.

Name _____

Signature _____ Date _____

