

NAME: _____

FORMER NAME(S): _____

GID: _____ SEMESTER: _____



TEACHER CANDIDATE APPLICATION Revised 2015

General Instructions:

- This application must be typed; no handwritten applications accepted.
- No staples! Paper clips only.
- Do not submit this application until you have assembled **ALL** the documents in the checklist below:

Pages 2 – 4

Résumé (SEE PAGE 5)

Recommendations (OUT OF STATE ONLY) (SEE PAGE 5)

Teaching Philosophy (SEE PAGE 5)

Fingerprint packet (SEE PAGE 5)

Copy of CPR and First Aid cards(SEE PAGE 5)

Registration form (SEE PAGE 5)

- Our office will register you for your student teaching semester. The only way for you to be registered is by submitting this registration form.

NAME: _____

FORMER NAME(S): _____

GID: _____ SEMESTER: _____

Cell Phone: _____ Home phone: _____

Current Mailing Address: _____ City: _____ State: _____ Zip: _____

If different from current address,

Permanent Mailing Address: _____ City: _____ State: _____ Zip: _____

MSU email _____ Personal email _____

Teaching Endorsements: Major(s) _____

Minor(s) _____

Competency(s) _____

WHERE DO YOU WANT TO STUDENT TEACH?

Choose one of the following situations:

Local

In-State

Out-of-State

Local: If you wish to student teach in the Bozeman area, be prepared to be placed within a 50-mile radius (Livingston, Bozeman, Belgrade, Manhattan, Three Forks, or local rural schools).

In-State: (Outside of 50-mile Bozeman radius) Make a list of schools and/or districts in order of preference.

1st Choice _____

2nd Choice _____

Out-of-State: Please specify school districts.

1st Choice: _____

Website address: _____

Contact information: _____

2nd Choice: _____

Website address: _____

Contact information: _____

If returning to your hometown, where did you go to high school? _____

NAME: _____

FORMER NAME(S): _____

GID: _____ SEMESTER: _____

**Montana State University
Professional Agreement for Teacher Candidate Placement**

Teacher candidates must read and acknowledge the following:

- All placements are done through the Field Placement and Licensure Office. The Director of Field Placement and Licensure holds final approval for all teacher candidate placements. While every effort will be made to place candidates according to their preferences in location and level, candidates must be aware of the limitations of schools to permit placement. Candidates should be prepared to be placed outside the immediate Bozeman area. The candidate is responsible for addressing transportation needs and should anticipate the likelihood of commuting to the school that accepts a teacher candidate placement request.
- Everything possible will be done to find each teacher candidate a student teaching placement. However, due to a variety of reasons, including individual endorsement areas, an oversupply of candidates, limited school capacities, principal or cooperating teacher preferences, school district deadlines and expectations, or other factors, teacher candidate placement is not guaranteed.
- The MSU Field Placement and Licensure Office makes all placements. Preferences will be taken into account as one of the considerations in the process.
- The teacher candidate application for any individual candidate will be sent to one school at a time for consideration. MSU strives to place teacher candidates in placements other than in the high schools from which they graduated in order to broaden their preparation for employment in a variety of settings. The teacher candidate application will not be pulled back from a potential placement school site unless the school has determined that a placement is not possible.
- Candidates will not be permitted to student teach where close friends or relatives are employed or attending. Students are required to disclose this information.
- **ALL coursework must be completed before student teaching.**
- All grades in content area and professional courses must be C or better. (Incomplete grades are not acceptable.)
- Part-time work outside of school hours during the student teaching work week is discouraged. However, if necessary, limited week-end, part-time work may be possible.

NAME: _____

FORMER NAME(S): _____

GID: _____ SEMESTER: _____

- **All teacher candidate GPAs must be a minimum of 2.75 for secondary and elementary placements, and a 3.0 for out-of-state and overseas placements.**
- The Praxis II Content Knowledge exam must be passed and scores submitted to the Field Placement and Licensure Office before a teacher candidate can be recommended for licensure. Go to <http://www.montana.edu/fieldplacement/praxis/index.html> for information on what test to take, passing scores, registration, etc.
- Additional information may be found on the Field Placement and Licensure website at <http://www.montana.edu/fieldplacement/studentteaching/index.html>. Please carefully read everything on this site concerning the student teaching internship.
- *Should a teacher candidate decline a placement, once it is confirmed, a future placement will be attempted, but a subsequent placement is not guaranteed.*
- The university reserves the right to refuse placement for a candidate on the basis of unacceptable academic performance and/or background check.
- After submitting a teacher candidate application, if a teacher candidate is not able to student teach in the semester s/he applied for or chooses not to student teach in the semester s/he applied for, s/he must notify the MSU Field Placement and Licensure Office in writing as soon as possible and no later than two weeks prior to the beginning of the student teaching experience. If the candidate decides to student teach in a future semester, s/he is required to attend the application seminar for that semester and resubmit all new paperwork and meet all deadlines for that semester.
- If a teacher candidate is asked to leave a placement by the cooperating teacher and/or principal, that teacher candidate will not be able to apply to a placement for one year from dismissal semester.

I understand and agree to the above with regard to student teaching through Field Placement and Licensure at Montana State University. I hereby certify that to the best of my knowledge the information furnished on my teacher candidate application is true and complete without omission or misrepresentation of facts. I understand that if found to be otherwise, it is sufficient cause for rejection of this application or dismissal from the program.

I have read The MSU Department of Education Professional Expectations and The Code of Ethics for Montana Educators available at [http://www.montana.edu/fieldplacement/Apps-ImpDocs04-06/LicensureAcknowledgement%20\(2\).pdf](http://www.montana.edu/fieldplacement/Apps-ImpDocs04-06/LicensureAcknowledgement%20(2).pdf).

Signature: _____ **Date** _____

NAME: _____
SEMESTER: _____

Résumé: Create a résumé specific to this position which will be shared with the school district. While you might have vast work experience, stay focused on the particulars of your work with children. Please include your current GPA.

Recommendations: Two (2) recommendations are needed for **Out-of-State ONLY** - go to <http://www.montana.edu/fieldplacement/PDFs/Letter%20of%20Reference.pdf>. Recommendations will be shared with the school district.

Secondary and K-12

- **One** reference from your **major methods instructor**
- **One** reference from a **content professor**

Elementary

- **Both** references from **education professors**

Teaching Philosophy: A teaching philosophy is a brief (no more than one page) document written in first person that allows the reader to better understand the candidate's beliefs about teaching and learning in his/her classroom. When writing a teaching philosophy, consider the following:

1. How will I facilitate learning?
2. Why do I teach the way that I do?
3. What does this look like in practice?
4. How do I evaluate learning?

Include a heading with your name. Please edit the work carefully before submission.

Fingerprint packet: If your background check on file will be over one year old by January 1 for spring-semester Teacher Candidates or by August 1 for fall-semester Teacher Candidates, please pick up a fingerprint packet outside 247 Reid Hall and follow the instructions. Not on campus? Go to <http://www.montana.edu/fieldplacement/FingerprintingInstruction.shtml>.

CPR and First Aid: Go to http://www.montana.edu/fieldplacement/PDFs/CPR_and_1st_Aid_Certification.pdf for class options. Make a **copy** of proof of certification and submit with application

Registration: Go to http://www.montana.edu/fieldplacement/PDFs/Registration_Form.pdf.

In addition:

- You may need a current TB test to share with the school district in which you will be placed. PLEASE DO **NOT** SUBMIT THE TB TEST WITH YOUR APPLICATION. This is only a reminder so you have it ready for school district personnel when you enter the school.
- You may want to set up a credential/placement file with Career Services. This file is sometimes requested by potential employees. Go to http://www.montana.edu/careers/students/credential_files.html to set up this file.