Student Teacher Application Information

Dr. Karin Nolan
Director of Field Experience
GPA and Coursework

- All coursework must be completed this semester
  - For fall student teachers, you are allowed to take Pre-session and Summer I.
  - For spring student teachers, all coursework must be completed in the fall semester (no winter session)

- GPA Minimum Requirements:
  - 3.0 major
  - 2.5 cumulative

- Note: all major coursework must be passed with a C or better.
Contact Information

Dr. Karin Nolan, Director of Field Experiences

- Email: knolan@arizona.edu
- Website: www.cfa.arizona.edu/students/office-of-field-experiences/
- D2L Site: “College of Fine Arts Teacher Prep Program”
3 Parts to ST Semester

1. The day-to-day teaching at your placement site
2. Office of Field Experience meetings (3 meetings within the next year)
3. Regular seminars in the evening within your discipline (between 4-8 meetings)
You’re all going to be teachers, so...

Make sure all materials are submitted completely and on time to be considered for placement at a school next semester:

1. D2L Training Modules
2. Student Teacher application packet
Log in to D2L and make sure you can access our CFA TPP site. If not, contact knolan@arizona.edu.
Complete all parts of the D2L training modules

- If you already did this, only upload updated items if necessary.
“Student Teacher Application Packet” will contain PDFs of:
1. your application
2. coursework checklist with NES dates
3. fingerprint clearance card photocopy
4. résumé
5. unofficial transcripts from UAccess

Due to D2L Dropbox in 2 weeks
Fingerprint Clearance Card is required for all student teachers

- You will turn in a photocopy of the front and back of your IVP Fingerprint Clearance card with your application packet.
- Current, accurate IVP fingerprint clearance card is required to be with you at all times on school campuses.
- Wrong name on your card? Order a replacement card through the Arizona Department of Public Safety. This takes a couple of weeks.
If your card is not “IVP,” then you need to get a new fingerprint clearance card ASAP.
Step 1: Fill out Application

- Fill out your Application.
- Read all professional standards and then sign the contract (found on last page of your application).

The University of Arizona
Teacher Preparation Program Professional Standards

The University of Arizona has a responsibility to the educational community to ensure that individuals who are recommended to the State of Arizona for teaching certification meet acceptable standards for teaching profession. As a student in a University of Arizona teacher preparation program, you are expected to meet a number of professional standards, policies, and requirements.

Academic Standards:
The Arizona State Board of Education has adopted the InTASc and ITE NETS standards for teachers. You are required to review these standards.

- InTASc Standards (https://az-ed.gov/Teacher-Professional-Development/InTASc-Standards)

All University of Arizona certification programs have adopted these standards and benchmarks in those standards. Throughout your teacher preparation program, there will be a series of benchmark assignments, including the expected experience of student teaching, to assess your progress in meeting them.

Behavioral Standards:
You are expected to behave professionally during the program, both as a student and a teacher, while on the UA campus, school district campuses, and during field experiences. There are three components of behavioral standards to which you must adhere:

- Tests of Academic Standards:
- University of Arizona Standards:
  - Student Code of Conduct (http://policy.arizona.edu/Policy/PolicyType/StudentCodeOfConduct/StudentCodeOfConduct)
  - Professional Standards Policy (http://policy.arizona.edu/Policy/PolicyType/ProfessionalStandardsPolicy/ProfessionalStandardsPolicy)
  - Professional Expectations for Graduates (http://policy.arizona.edu/Policy/PolicyType/ProfessionalExpectationsforGraduates/ProfessionalExpectationsforGraduates)
  - Professional Development and Approval Placement Requirements (http://policy.arizona.edu/Policy/PolicyType/ProfessionalDevelopmentandApprovalPlacementRequirements/ProfessionalDevelopmentandApprovalPlacementRequirements)
  - Attendance Policy (http://policy.arizona.edu/Policy/PolicyType/AttendancePolicy/AttendancePolicy)
- School District Standards:
  - District code of conduct for faculty and staff (http://www.arizona.edu/academic/standards/code-of-conduct)

Adherence to Standards:
Successful completion of the teacher preparation program is dependent upon a student’s ability to meet the academic and behavioral standards. If a student’s performance raises concerns about their ability to successfully complete the program, University, or district professional educators in the program may assign a Performance Concerns Form. Depending on the severity of the issue, the student may be placed on a Procedural Growth Plan, which indicates steps for remediation, provision of support, and establishes expectations that must be met within a given timeline. Failure to meet these standards may result in remediation, failure grade in a course, withdrawal from the program with the right to pursue all re-admissions, or dismissal from the teacher preparation program. It is important to note that these concerns are not necessarily grounds for re-admission, but are part of a process of ensuring candidates are prepared to meet the standards for certification.

Teacher Candidate Agreement

I have read the code and University standards and understand the policies and requirements provided.

I will meet the school district standards before I begin my clinical placement.

I agree to abide by all academic and behavioral standards. I understand that these concerns will be used to evaluate my progress throughout the program, and that failure to successfully meet the standards may result in removal from a course or clinical placement. Failure grade in a course, withdrawal from the teacher preparation program with the right to pursue all re-admissions, or dismissal from the teacher preparation program.

Printed Student Name: __________________________ Date: __________

Student Signature: __________________________

The University of Arizona
Step 2: Register for NES Test

  **Assessment of Professional Knowledge: Secondary**
- 100 multiple-choice questions, 1 case study written assignment, and 1 work product written assignment
- Test is Required for Certification
- $95, 3 hours long, & computer-based at their testing center
- There is information on our website about this test and how to apply for a fee waiver (if you are receiving financial aid). You will need to apply for the waiver and submit it to UA Financial Aid prior to registering for the test.
Step 3: Coursework Checklist

- Schedule a meeting with your **academic advisor** to fill out your Coursework Checklist.
- Bring your Coursework Checklist from our [website](#) with you to the advising meeting.
- Art Education (only): Then, schedule a meeting with your **Dr. Ryan Shin** to complete the coursework checklist with you.
- Put the scheduled date for your NES test on your Coursework Checklist.
Step 4: Perfect your Résumé

- Update your teaching résumé and make sure it is professional.
- You will submit a ONE-PAGE résumé as part of your application packet.
- You may wish to utilize UA Career Services career counselors for resume feedback through their drop-in "LifeLab" hours ([https://career.arizona.edu/career-coaching/lifelab](https://career.arizona.edu/career-coaching/lifelab)) or by scheduling a phone, email, or Zoom appointment.
Step 5: Unofficial Transcripts

- From UAccess, save a PDF of your current, unofficial transcripts.
- You will submit this as part of your application packet.
Step 6: Turn In Application Packet to D2L Dropbox:

All items must be PDFs. Combine all PDFs into one packet and save it as “lastname_StudentTeachingApplication.pdf”

- your application with professional standards contract signed
- coursework checklist with NES dates
- IVP fingerprint clearance card front and back
- résumé
- unofficial transcripts from UAccess

Upload the packet to D2L College of Fine Arts Teacher Prep Program assignment dropbox titled “Student Teacher Application Packets”

Deadline is posted on the website
Go to our website for information and all forms (these are not on D2L): http://cfa.arizona.edu/students/office-of-field-experience/
Placement Process

- Recommendations come from your major professors. Do not contact teachers directly unless you already have a very close relationship with them.

- When approved for placement, you receive an email with: Potential Student Teaching Assignment, Agreement Form to sign, and additional Clearance Forms (only if placed in TUSD or Sahuarita).
After Agreement Form arrives:

- Call/Email your assigned potential cooperating teacher within 2 days and arrange a time as soon as possible to meet and observe him/her teach (virtually, if needed).
- Get the Agreement Form signed by teacher and principal.
- Submit the signed Agreement Form and Student Teacher Clearance Forms to the D2L dropbox (approx. 2 weeks after it’s issued).
AZ/US Constitution

- AEPA Exam ($90, 2 ½ hours, 100 multiple choice questions)

Or

- Take the class and get it transferred to the UA transcripts
Finances

- Start planning now for finances during your student teaching semester

- Expectation is Student Teaching is your ONLY “job” next semester