Student Teacher Application Orientation

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- Website: www.cfa.arizona.edu/students/office-of-field-experiences/
- D2L Site: “College of Fine Arts Teacher Prep Program” non-term
Student teaching is the most important step in your arts education career. Assuming eligibility, you’re almost there!
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.
Student Teacher Application Process

- Your application packet (consisting of the items covered in this presentation) are due in **TWO WEEKS** to be considered for student teaching next semester
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.
If you haven’t, complete all parts of the D2L training modules

- This should have been completed early in your program.
- If you never did it, do this ASAP before you can apply for student teaching.

Action Items: Complete and submit the following forms:

1. Mandatory Reporting Note-Taker
2. FERPA Certificate
3. Professional Standards Contract
4. Photocopy of front/back of IVP Fingerprint Clearance Card or a copy of your IVP card application.

Any questions? Ask Dr. Karin Nolan (knolan@email.arizona.edu)
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.
Once your training materials are submitted...

Time to Apply for Student Teaching

All materials are due to D2L Assignments
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).
Step 2: Register for NES Test

  - 100 multiple-choice questions, 1 case study written assignment, and 1 work product written assignment
  - Passed test is required for your teaching certificate
  - $95, 3 hours long, & computer-based at their testing center
- DO NOT TAKE THE ART/MUSIC SUBJECT TEST!!!!!!!!!!!
  - (Your degree in music/art education waives the requirement for this test. You only need the one NES test called Assessment of Professional Knowledge: Secondary.
- There is [information](http://www.aepa.nesinc.com/) 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, so do that ASAP.
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”

This one combined PDF will have the following:
- Your application with professional standards contract signed
- Completed and signed coursework checklist with NES dates on it
- IVP fingerprint clearance card copy of front and back
- Update and professional résumé
- Unofficial transcripts from UAccess

Upload the PDF packet to **D2L College of Fine Arts Teacher Prep Program** assignment dropbox titled “Student Teaching Related Paperwork” by the deadline in 2 weeks.
Application Packet

Due to D2L Dropbox in 2 weeks

Student Teacher Application Packet will contain the combined PDFs of:
1. your application
2. coursework checklist with NES dates
3. fingerprint clearance card photocopy
4. résumé
5. unofficial transcripts from UAccess
Go to our website for information and all forms (these are not on D2L...only the submission dropbox is on D2L): [http://cfa.arizona.edu/students/office-of-field-experience/](http://cfa.arizona.edu/students/office-of-field-experience/)
Placement Process – Behind the scenes steps after you submit your application packet.

- You put desired mentors/placements on your application. We try to honor that placement first, but ultimately, the placement recommendation comes from your major professors.

- **Do not contact mentor teachers directly.** Your professors and I do all contact with the teachers, administrators, and district officials until your placement is approved.

- When a placement is secured, you receive an email from me with your Student Teaching Assignment and forms to sign.
After Agreement Form arrives:

- Email your assigned mentor teacher within 2 days and arrange a time as soon as possible to meet and observe them teach (virtually, if needed).
- Get the Agreement Form signed by teacher and principal, and any additional clearance forms that were emailed to you.
- Submit the signed Agreement Form and Student Teacher Clearance Forms to the D2L dropbox.
AZ/US Constitution

You choose one of the following:

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

Or....

- Take the class and **get it transferred to the UA transcripts**. Make sure the class has BOTH parts the US and the AZ constitutions.
Finances

- Start planning now for finances during your student teaching semester

- Expectation is Student Teaching is your ONLY “job” next semester
Future Commitments this semester...

- **Two Weeks**: Completed Student Teacher Application Packets due to D2L.
- **Throughout Semester**: Your professors and I will work on your placement and then send you an Agreement Form to be signed after placement has been finalized.
- **Reading Day this semester, 9-11am**: Professional Development Conference Part I via Zoom.
Your Start Date for Student Teaching Semester

- **Please note:** for student teaching, your first day is when your assigned school site starts for teachers.
- **You DO NOT follow the UA academic calendar, but instead you follow the school district/school site **calendar** where you are placed.
- Depending on where you’re placed, the start date is often 2-3 weeks before the UA starts classes.
3 Parts to ST Semester

1. The day-to-day teaching at your placement site following teacher contract days/hours
2. Office of Field Experience meetings (3 meetings within the next year)
3. Evening seminars at the U of A with all the other student teachers in your discipline (between 4-8 meetings)