Student Teacher Application Orientation
9/8/2021

Dr. Karin Nolan
Director of Field Experience
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.
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”
Student Teacher Application Process

- All application materials covered in this presentation are due in **TWO WEEKS** to be considered for student teaching next semester
  - **Deadline for Applying for Fall 2021 Student Teaching: Sept 24, 2021**
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
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 are 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.

Make sure your card is an IVP card.
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


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) 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: in TWO WEEKS to D2L College of Fine Arts Teacher Prep Program assignments dropbox by Sept 24th
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
Future Commitments this semester...

- **9/24/21**: Completed Student Teacher Application Packets due to D2L.
- **Throughout Oct/Nov**: submit signed Agreement Form after placement has been issued.
- **12/9/21**: from 2-4 PM, Professional Development Conference Part I via Zoom.