



STUDENT TEACHING APPLICATION QUINCY/SPRINGFIELD

Application Instructions

***Applications are accepted in the Fall the first day of classes
and are due no later than September 15th or the preceding business day.***

***Applications are accepted in the Spring the first day of classes
and are due no later than February 15th or the preceding business day.***

This is a checklist for you to use when completing your application to Student Teach. INCOMPLETE applications will not be accepted.

For acceptance to Student Teach you will need to meet the following criteria and include the following information with your application:

1. Admission to the Teacher Education Program – Undergraduate or PDP candidate only (This is N/A for MSE candidates.)
2. Passing scores on ISBE Content Tests and on all 4 sections of the Test of Academic Proficiency (TAP) or the ACT with Writing. ACT in lieu of TAP requires a composite score of 22 or better with a combined English/writing score of 19 or better.
3. All required certification courses, content area, and methods courses must be completed with a GRADE OF "C" or higher. New ISBE requirement for graduation: you must have Reading in the Content Area (EDU345 for undergraduate or PDP students or MSE544 for graduate students) on your transcript or show proof that you are currently enrolled in the course to apply to Student Teach.
4. Background Check – FBI and Illinois Background Checks must be completed as part of your application to Student Teaching, however, they cannot be done until your student teaching placement has been made. You will be conditionally accepted into Student Teaching until all required documents and tests are completed, including Background Checks. Please see Moodle Course "School of Education Student Resources" for more information, or visit the School of Education office.
5. Cumulative GPA of 2.6 or higher
6. Declared major correctly stated on your transcript. Change of major or minor is done through the Registrar's Office.
7. No additional academic or dispositional concerns
8. Include **2** recommendations from instructors in the School of Ed. If you are a secondary education major, include 1 recommendation from a School of Ed. instructor and 1 from an instructor in your content area. If you are a transfer student, these may come from education instructors at your previous institution. If a content area instructor is not available, get a reference from a Math/Science Methods instructor or a practicum instructor.
9. ***Please note application for TEP and Student Teaching should NOT be done at the same time. Per ISBE guidelines, you must be fully admitted into TEP at least one full semester before student teaching.***
10. Attach a copy of your transcript showing all of your coursework; this may be printed from your MOODLE account.
11. Program completion needs to be verified. Undergraduate/PDP students should provide a degree audit from the Registrar's Office and MSE students should get a signed checklist from his/her advisor.
12. Submit a 1-2 page essay addressing the following:
 - o How you have incorporated the key components of the School of Education's mission statement into your teaching.
 - o How your views on classroom management, discipline, and your own teaching practices have changed to reflect these elements.

**ALL of the above information and materials must be submitted together to the
School of Education. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

Please put this in campus mail or mail to:

School of Education
1800 College Avenue
Quincy, IL 62301



STUDENT TEACHING APPLICATION QUINCY/SPRINGFIELD

Please answer all questions professionally.
A copy of your application will be provided to your cooperating teacher.

OFFICE USE ONLY	
BST	GPA
DISP.	TRANS.
REC. 1	2
ESSAY	BGCK
TEP ACCEPT.	
SUBJ. TESTS	
EDU345	
AUDIT/CKLIST	
PROG. COMPL.	
C/M = C^	
CERT. REQU. = C^	
ACCEPT / DENY	
NOTES:	

Date application completed: _____

Semester in which you plan to **student teach**: Fall 20 Spring 20

- ☐ *Initial Application*
☐ *Reapplication * Attach a separate document explaining the reason you are re-applying, including previous deficiencies cited and how they have been addressed.*

Check one: ☐ **Undergraduate** ☐ **Graduate** ☐ **PDP**

Personal Information

Name: _____ Date of Birth: _____
Last, First

Student ID#: _____ Cum. GPA _____ Cell Phone: _____ SS# _____

Address @ QU: _____
Street City, State Zip Phone

Home Address: _____
Street City, State Zip Phone

QU Email _____ Non-QU Email (if applicable) _____ Advisor's Name _____

- ▽ **Do you intend to teach at a high needs school?** Yes ☐ No ☐ *Uncertain* ☐
 ▽ **Do you intend to teach out of area?** Yes ☐ No ☐ *If yes, please see the Director of Student Teaching and Off-Campus Studies for further information and approval.*
 ▽ **What is your declared major?**

- | | |
|--|---|
| <input type="checkbox"/> Elementary Education (K-9) | <input type="checkbox"/> Special (K-12): Special Education: LBS I |
| <input type="checkbox"/> Secondary (6-12): History Teacher Certification | <input type="checkbox"/> Special (K-12): Music Instrumental Teacher Certification |
| <input type="checkbox"/> Secondary (6-12): Mathematics Teacher Certification | <input type="checkbox"/> Special (K-12): Music Vocal Teacher Certification |
| <input type="checkbox"/> Secondary (6-12) Physical Education | <input type="checkbox"/> Special (K-12): Physical Education |
| <input type="checkbox"/> Secondary (6-12): Biological Sciences Teacher Certification | <input type="checkbox"/> Secondary (6-12): English Teacher Certification |

Placement Preference: It is not always possible to accommodate your preference based on school and supervisor availability; however, circle two grade level choices and indicate a content area for 7-12.

Elementary Program: K-3 4-6 7-8 Content Area: _____

Secondary Program: 7-8 9-12 Content Area: _____

The Admission and Retention Committee may require an interview, as needed. You will not be accepted if you fail to meet any of the stated requirements. Any information stated on this form should be true and factual. Altered transcript copies, false information, or erroneous attachments will render this application null and void. Further action, including academic suspension, may be the result of falsified information submitted with this application.

Your Signature

I realize that it is my responsibility to meet all prerequisites for acceptance to student teach; I certify that all of the information provided is true and complete to the best of my knowledge.

Candidate's Signature: _____ Date: _____

Advisor's Signature

I have reviewed the qualifications & eligibility of the above applicant and recommend him/her to student teach.

Advisor's Signature: _____ Date: _____

Quincy University School of Education
Request for Reference
Statement of Recommendation for a Candidate

Candidate Name (Print)_____ Date_____

Application: ☐ Teacher Education Program ☐ Student Teaching

Name of Recommending Individual: _____

To the Recommending Individual:

• **Please return this form to the student requesting the reference, or if you wish to not have the student review your statement, please send it directly to the School of Education office – 1800 College Ave., Quincy, IL 62301, or fax 217-228-5418.**

• **Directions:** This **reference form** will be used to provide the **School of Education Admission and Retention Committee** with pertinent information. Please place an **X** in the box that most accurately indicates the degree of competency of this applicant:

Behavior and Aptitude of Candidate
4= Consistently 3= Usually 2= Sometimes
1= Seldom/Rarely NA= No opportunity to observe

Evaluation Criteria	4	3	2	1	N/A
1. Is self confident					
2. Exhibits appropriate interpersonal skills					
3. Demonstrates leadership abilities					
4. Is resourceful and creative					
5. Is responsible					
6. Works cooperatively with others in pursuit of a task/goal					
7. Demonstrates a caring, positive attitude					
8. Is goal oriented, produces quality work					
9. Demonstrates effective oral communication					
10. Demonstrates effective written communication					
11. Is dependable					
12. Goes beyond minimal expectations					
13. Is receptive to and implements feedback					
14. Maintains high ethical standards					
15. Demonstrates appropriate decision making skills					
16. Exhibits self-discipline					
17. Demonstrates tolerance and open mindedness					

Candidate Name: _____

Recommendation Pg. 2

Application: ☐ Teacher Education Program ☐ Student Teaching

How long have you known this applicant?

In what capacity?

This candidate's greatest strength is:

Overall potential as a Candidate: ☐ Excellent ☐ Good ☐ Fair ☐ Poor

Would you be pleased to have this candidate teach/work with your child? ☐ **YES** ☐ **NO**

Any additional Comments and Recommendations:

Reference Signature: _____ Date: _____

Printed Name: _____ Organization/Position: _____

QU appreciates any and all support given to our candidates. Thank you for your time!

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