Student Teaching Checklist

Important Facts About Student Teaching

- Student teaching placements will be within a 60 mile radius of the Georgia Southern University Campus.
- Student teaching is 9 credit hours (off campus tuition).
- A student teaching fee of $275.00 is applied to tuition.
- Expenses required for certification prior to or during student teaching:
  - Ethics 360 Assessment - $30.00
  - Fall ST – must be passed by April 1; Spring ST – must be passed by November 1
  - GACE - $200.00 (Approximate)
  - edTPA - $300.00

Student Teaching Credit Hour Policy

It is the policy of the Office of Undergraduate Teacher Education and Accreditation that the teacher education candidates are limited to enrolling in a maximum of 12 semester hours during the student teaching semester. Exceptions, while rare, never apply to methods courses or practicum. All methods and practica courses MUST be successfully completed PRIOR to student teaching. All student teachers must first receive the approval of the advisor, program director, chair of the department, and the Director of Field Experiences. This must be documented by completing the Request to Enroll in Courses during the Student Teaching Semester. Course exception: ESED 5235 Methods in ESOL and COED 3610H Honors.

Semester Prior to Student Teaching

- Review the important dates for student teaching. Note the deadline for the application submission. (Fall Student Teaching – 2nd Friday of February; Spring Student Teaching – 2nd Friday of September): http://coe.georgiasouthern.edu/student-teaching/wp-content/uploads/sites/33/Important-Dates.pdf
- Candidates completing a traditional student teaching experience must write an AUTOBIOGRAPHICAL SKETCH that is professional and extremely high quality work prior to beginning the student teaching application. The sketch should be: written in paragraph form, be 300-400 words long, and contain 3 components (a brief autobiographical section describing your background, a section detailing your motivation to become a teacher, and a section outlining your hopes for the future including the kind of teacher you want to be). Make sure the document is double spaced and includes your name at the top. The autobiographical sketch will be uploaded as part of the application process. The autobiographical sketch will be submitted to your clinical supervisor as it is written.
- Complete the application that applies to your situation, Student Teaching Application (http://tiny.cc/studentteaching) OR Year-Long Residency Application (http://tinyurl.com/year-longteachingapplication) prior to the deadline. It is recommended that candidates use Internet Explorer as the browser when completing the application. You will use your MyGeorgiaSouthern user name and password. Respond to all prompts. Late applications WILL NOT be processed.
- SharePoint will provide a confirmation message when your application has been successfully submitted. Additional emails will be provided by SharePoint if information is missing in your application and when your application has been evaluated and approved.

NOTE: STUDENT TEACHING ASSIGNMENTS WILL BE POSTED ON THE UNDERGRADUATE TEACHER EDUCATION WEBSITE (http://coe.georgiasouthern.edu/oute/) ON THE FIRST DAY OF EXAMS. YOU WILL RECEIVE EMAIL NOTIFICATION WHEN PLACEMENTS ARE POSTED.

IF YOU HAVE A QUESTION ABOUT YOUR STUDENT TEACHING PLACEMENT, CONTACT THE OFFICE OF UNDERGRADUATE TEACHER EDUCATION IMMEDIATELY (WITHIN 2 DAYS OF RECEIPT) by emailing Ms. Pat Parsons at pparsons@georgiasouthern.edu.

Semester Break Before Student Teaching

- Upon receipt of your student teaching assignment, contact your clinical supervisor immediately. Your initiative in contacting your clinical supervisor demonstrates your eagerness to get started as well as your ability to act as a responsible professional.
- If appropriate, arrange a visit to the classroom.
- Print out and read the student teaching placement letter found on the Undergraduate Teacher Education website http://coe.georgiasouthern.edu/oute/.
- Review the date and time for the Student Teaching Orientation. DO NOT BE LATE.
- Be aware of the required first day in the student teaching placement. Check with your clinical supervisor about arrival time.