Student Teachers for Spring 2016

STUDENT TEACHING REQUIREMENTS

For successful completion of student teaching, complete the following tasks:

PRIOR TO STUDENT TEACHING:

_____ Print or download the MSU Student Teaching Handbook
http://www.minotstateu.edu/teu/student_teaching.shtml. Bring your copy to your
individual student teaching advising meeting.

_____ Attend the following meetings:
- Student teaching orientation meeting (September 2 or September 3).
- Your individual student teaching advising meeting and bring your
handbook and your placement request information.
- Fingerprinting/licensing seminar (September 9 or September 10).
- Final student teaching seminar (October 14).

_____ Fingerprinting and criminal record checks must be completed and mailed to ESPB
no later than September 18. Forward your clearance email to karen.elliott@minotstateu.edu immediately on receipt.

_____ Graduation Applications are due to your advisors by October 9. Forms are available
online or from your departmental office.

_____ Register for your student teaching course/s during October 20-22. Make sure you change
the number of credits to the number of weeks you will be student teaching (see handbook
or call 858-3838).

DURING STUDENT TEACHING:

_____ During the first week of student teaching, fill out the Student Teaching Schedule form
found in your packet and send it to Karen at the TAFP Office.

_____ You are responsible for completing the following forms which are available in your
packet as well as in the Student Teaching Handbook: Schedule, Student Diversity
Profile, Mid-Term Student Teaching Reports (INTASC and Dispositions), Candidate Self
Assessments (INTASC and Dispositions), and the evaluation of your University
Supervisor. You will also fill out your Directed Teaching Log throughout your placement
and your cooperating teacher will initial it each week. You are also responsible for
conducting a pre-test and later a post-test and including those results along with the other
forms in your packet.

_____ The PRAXIS II and/or PLT test/s are required for graduation. You must present the
scores to the Records Office and to the Dean of Education. For licensure, you are also
required to submit the test scores to ESPB.

_____ At the end of each placement, please verify that your packet of forms is accurate and
all forms from the cooperating teacher are done and returned to the TAFP Office.
Canadian and out-of-state placements can fax 701-858-3591 or scan and email the forms to karen.elliott@minotstateu.edu. Grades are due December 14. Incomplete student
teaching packets will result in a grade of “unsatisfactory” until the packet is completed.