

## Frequently Asked Questions about the Student Teaching Application

### Where do I find the student teaching application?

Log into Tk20 and look for the APPLICATIONS bar on the left. Click on the green button that says Create New Application. Select “Student Teaching Application 2020” from the drop-down menu. Click the green NEXT button and you will find the application. Note: If you previously started a student teaching application to store your TSS signatures, please follow directions here <https://www.minotstateu.edu/teu/advising.shtml> and move the TSS signatures to the artifacts section of Tk20. PLEASE use “Student Teaching Application 2020” and not an older form.

### What is the Assessee Campus Connection ID number?

It is your ID number.

### Why do you need the name of the high school I attended?

We try not to place people in schools they attended so you get a broad set of experiences.

### Where do I find my primary major GPA?

There are instructions for finding your GPA on the student teaching resource page ([https://www.minotstateu.edu/teu/student\\_teaching.shtml](https://www.minotstateu.edu/teu/student_teaching.shtml))

### What do I write if I don't have a secondary major or minor?

Because they are required fields, the form won't submit unless you write something. Please write “none” and put a 0 in the GPA fields.

### What do I write for the certification grade levels?

This is asking about what grades you will be able to teach. For your certification level, please write “yes.” For the certification levels that don't apply to you, please write “no” or “none.”

Grade Levels	Birth-grade 3	Grades 1-8	Grades k-8	Grades 5-12	Grades k-12
Majors	ECE	ELED	ELED with kindergarten	History/SS, English, Math, Science, Business, Spanish	PE, SPED, music, art

### How do I find my student teaching credit amount?

Look at the student teaching manual ([https://www.minotstateu.edu/teu/student\\_teaching.shtml](https://www.minotstateu.edu/teu/student_teaching.shtml)). On pages 18 and 19 there is a chart with the correct number of credits. If you are a double major and your particular combination is not listed, please ask and we will help you.

### What if I haven't taken the Praxis II and PLT tests yet?

That's fine! Write “no” in the blank that asks if you have taken them and then plan to take them this semester. We recommend that you take them in the semester before you student teach so your graduation will proceed smoothly and you can get help if you need help. Everyone must attempt them to graduate. SPED majors should indicate that they are not required to take the PLT.

### How do I find my catalog year?

This is the year that you started at MSU and is used to determine your requirements. The easiest place to confirm this is in your Academic Requirement Report. To open your Academic Requirements Report, watch the “Academic Requirements Report” video here: <https://www.minotstateu.edu/records/pages/how-to.shtml>. Once you are looking at the Academic Requirements Report, the very first line should say something like “You are currently under the 2018-2019 catalog.” Type the year (in this case, 2018-2019) into the box.

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### **My advisor and I don't think I have anything left to for my general education or teacher education requirements. Should I just write that?**

Unfortunately, that has led to some crises when graduation applications are processed. PLEASE check your Academic Requirements report and write down what it reports you are missing on your student teaching application. For help with the Academic Requirements report, click here <https://www.minotstateu.edu/records/pages/how-to.shtml> and look at the videos "Academic Requirements Report." If you need some substitutions or equivalencies completed, write down your plan for that. If you need to take summer classes or classes while you are student teaching, write down your plan for that.

### **What form do I use for the autobiography?**

There is an example of the format we would like you to use at the beginning of the student teaching application in TK20 and one is posted on the student teaching website ([https://www.minotstateu.edu/teu/student\\_teaching.shtml](https://www.minotstateu.edu/teu/student_teaching.shtml)). Use this as a model for when you write your autobiography. You will upload it at the bottom of the form.

### **What is the purpose of this autobiography?**

You will eventually put this in your student teaching binder for your cooperating teacher and university supervisor for student teaching to read.

### **What is the advisor certification form and where do I get it?**

A paper copy of the form is available in Swain 218 and a PDF of the form is available on the student teaching page ([https://www.minotstateu.edu/teu/student\\_teaching.shtml](https://www.minotstateu.edu/teu/student_teaching.shtml)). We recommend that you schedule a meeting with your advisor and open Tk20 and look through the application with the advisor. This would be a great time to review your academic requirements report with your advisor and make sure you are ready to graduate. Advisors can NOT look into TK20 to see what you have posted so you need to either meet with them or send them the information. Then the advisor and department chair need to sign the form and you can scan it and upload it to Advisor Certification box. During the pandemic when it is a challenge to get paper copies, you may upload an email from your advisor and an email from your department chair saying that they approve of your application for student teaching OR you may upload the form.

Remember to SAVE each time you make changes.