Applying for Student Teaching Newsletter

Student Teaching Applications

We are so excited to have you reach this point in your time at Minot State! The purpose of this newsletter is to help you with the steps in that you need to graduate.

Applications for student teaching for spring are due on the first Friday of classes in August for spring student teaching and the first Friday of classes in January for fall student teaching.

Applications for Spring, 2026 will be due on Friday, August 29, 2025 and applications for Fall, 2026 will be due on Friday, January 16, 2026.

There are three parts to the application in your SLL Gateway and all must be completed in order for your application to be considered complete.

Student Teaching Application NOT SUBMITTED

Student Teaching Advisor Signature Form NOT SUBMITTED

Student Teaching Introduction Letter NOT SUBMITTED

Student Teaching Application form:

1) Finding the form:

https://forms.office.com/pages/responsepage.aspx?id=kaA37Ka55UeY0JA9SkGSA4tEMn29qBNAvDGCRl-8lElUOElKSkZHTVlINUVXSkxNU0VNQUsyQVNOWCQlQCN0PWcu

You may also access this form from the Minot State TLP page

https://www.minotstateu.edu/teu/current_students.shtml (see Student Teaching Tab)

2) Timing: Please wait until spring and summer grades are posted to complete the form in August.
3) Help with the form: Students often have trouble finding their cumulative (all courses) GPAs and major (just classes for your major) GPAs.
    a. You can use the screen-shots on the web page
    b. You can talk to your advisor
    c. You can scroll to the end of this newsletter
4) Make sure you click the box in SLL to indicate you have completed the form.

Introduction Letter:

1) Instructions are located on the TLP page (see Student Teaching Tab)
2) Samples are located on the TLP page
3) Please have this letter written before your meet with your advisor and ask your advisor to read it

Advisor Signature:

1) Locate the form on the TLP page and review the directions

Kathy Hintz: Kathy.hintz@minotstateu.edu or 701-858-3572 Deb Ringham: Deborah.ringham@minotstateu.edu or 701-858-3838

2) Meet with your advisor, review your form and introduction letter, and get the signed letter to upload into SLL.

Student Teaching Orientation Sessions

There will be three orientation sessions and you must attend one of them:

Tuesday, September 2 4-4:30 via Zoom

Wednesday, September 3 12-12:30 in Swain 214 or via Zoom

Thursday, September 4 12-12:30 in Swain 214 or via Zoom

Look for an email in late August from Kathy asking you to sign up for an orientation session.

Getting admitted to teacher education

If you are not yet admitted to teacher education, you still are required to apply for student teaching. We will not confirm your placement for student teaching until you have been admitted.

If you are working on passing your Core Academic Skills tests or passing your classes, please reach out for some help.

Testing for disabilities: This is available in Minot at a sliding scale cost through Voc-Rehab.

Math: The best review questions are the free tests that you have access to once you have registered for the tests. Khan Academy continues to provide resources but you need to know in what areas you need support. If you are re-taking a class, please let your professor know that you need an A or B and reach out for all the extra help that you can get.

Reading and Writing: If you are struggling with the test, please reach out for an appointment with Lisa (lisa.bordenking@minotstateu.edu). If you are re-taking a class, please let your professor know that you need an A or B and reach out for all the extra help that you can get.

GPA: Check in with your professors regularly and let them know that you might need extra help achieving your goals.

Deadline: The last day to attempt a Core test for spring student teaching is November 1. The last day to attempt a Core test for fall student teaching is June 1.

Countdown to Graduation

I have updated the Countdown to Graduation checklist and attached it to this email.

Trauma Sensitive Schools Training

If you have not completed TSS, the day before school starts and Assessment Day are the last days that you can complete the modules. If you have not started TSS, you need to read the book. Details on that are listed on the website below.

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Trauma Sensitive Schools training prepares future teachers to work with the wide diversity of students and colleagues in schools who have faced trauma in their lives. The Modules are required for All Education Students, with the exception of SPED students. The first 4 Modules must be completed before Student Teaching.

All Training will be done via Zoom. Links will be sent out the morning of the course. The modules must be completed in order, and we recommend only completing one Module per day.

Module 1 - 9-11 AM
Module 2 - 1-3 PM
Module 3 - 9-11 AM
Module 4 - 1-3 PM
(Module 5 is scheduled during Student Teaching Seminar)

The Sign-up Sheet is available here - https://forms.office.com/r/kJCNePAwjB
It is also available in the Trauma Sensitive Training section of this webpage -
https://www.minotstateu.edu/teu/current_students.shtml

Additional Information is located at the above website.

Participants will receive a completion email within a week of completing each Module.

SPED STUDENTS - Please note that you do NOT need to take this course.

PLT and Praxis II tests and Strategy Session

Lisa Borden-King is doing a strategy session for Praxis II and PLT tests on Tuesday, September 16, 2025 from 6-8 pm in Swain 214. We will send out a Zoom link when we get closer to the night.

We recommend that you take your PLT and Praxis II tests this semester before your student teaching. If you need help with which tests you need, please ask and check here for list of tests to take and study guides:
https://www.ets.org/praxis/nd/test-takers/plan-your-test/licensure-requirements.html

You must attempt the test(s) in order to get your degree posted. You must pass the tests in order to obtain a teaching license from ESPB.

Goal: have tests completed by then end of semester before student teaching

Deadline:
Late April to get degree posted on time for a spring semester
Late November to get degree posted on time for a fall semester

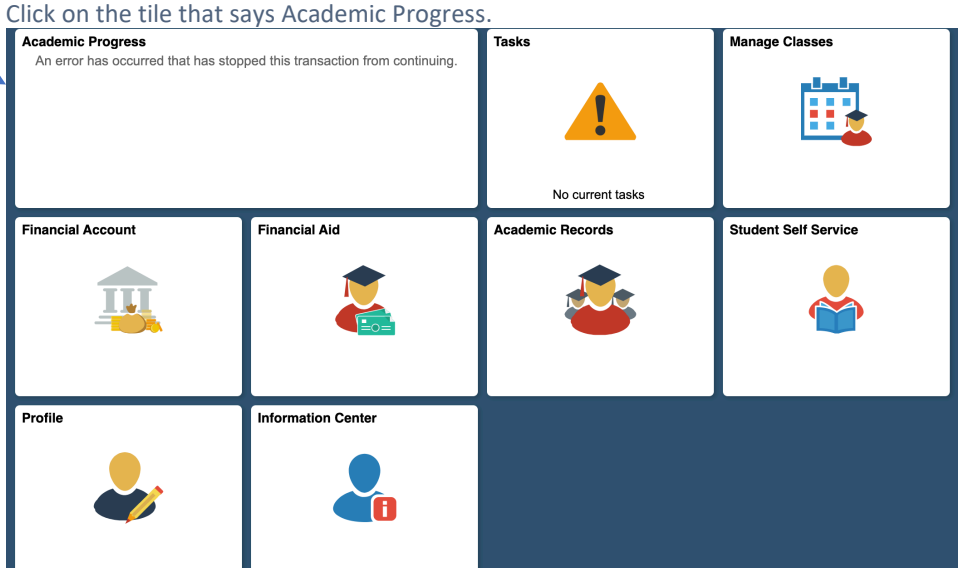
Finding your Cumulative and Major GPAs

1. Open Campus Connection.

Kathy Hintz: Kathy.hintz@minotstateu.edu or 701-858-3572 Deb Ringham: Deborah.ringham@minotstateu.edu or 701-858-3838

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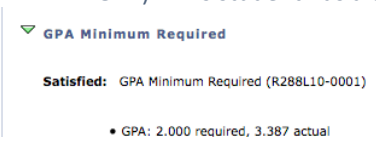
2. Click on the tile that says Academic Progress.



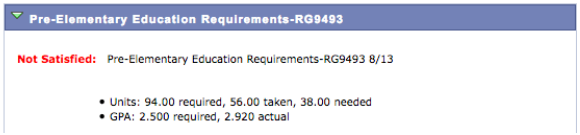
3. Choose My Academic Requirements from the list at left.
4. Scroll down to the blue bar that says University Requirements.



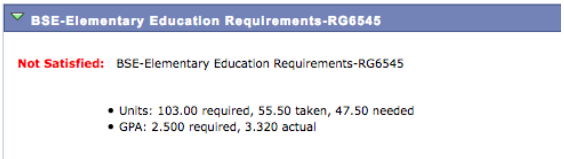
5. Click on the green triangle that says GPA Minimum Required and you will see this (except it will have your GPA). This student has a cumulative GPA of 3.387.



6. To find your Major GPA, scroll down to a blue bar that has your major on it. If you have not yet been admitted to the TE Program your major will say Pre-Elementary Education (or whatever your major is). This student's major GPA is 2.92.



If you have been admitted to the TE program it will say BSE-Elementary Education (or whatever your major is). This students' major GPA is 3.32.



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