



## Important Information about Your Student Teaching Placement

Before the teacher candidate is placed to student teach, the student should:

1. Meet with your advisor and mentor to determine the most appropriate semester for which to apply to student teach:

### Eligibility to Student Teach...

In order to be eligible to student teach, teacher candidates must have:

- Completed all five subtests of the Missouri General Education Assessment (MoGEA) English 230/ Mathematics 183/ Science 183/ Social Studies 183/ Writing 193.
- All education coursework and/or subject area courses completed with grades of C or better. Cumulative GPA of at least 2.75.
- Successful passing required portfolio standards.
- Current TB test, FBI background check (valid for one year) and verification of Protecting God's Children workshop in your Google Drive Folder.
- SUGGESTED: Passing the Missouri Content Test.

2. Attend the Student Teaching Orientation/Informational Meeting, obtain important and relevant information, and receive application forms to student teach, research student teaching locations and options by referring to websites (according to program) of local education sites. For questions or concerns please visit Joy Voss in the Field Placement Office, Rm. 212, Fitzgerald Hall (314-977-1977).

3. Save copies of your Clearance Documents and Student Teaching Application Packet (listed below) in **Word** format to your **SOE Office of Field Experience Google Drive Folder**. No other format will be accepted.

4. Be professional. Type your documents and provide detailed information when necessary. Schools will receive your completed application.

5. Submit completed student teaching application packets to the Google folder that Will be shared with you for this purpose. Please label each file with your last name and the artifact. (Voss ST application, Voss Resume, Voss Philosophy of Teaching, etc.)

### **Student Teaching Application Documents:**

#### ***7 required documents***

- Student teaching application 2018
- Resume



- Statement of Philosophy of Education
- 2 letters of recommendation (Professor/Experience)
- Official transcript requested in Banner Self Service or at the Office of the University Registrar

### **Student Teaching Clearance Documents:**

#### ***3 required documents***

- FBI and Missouri Child Abuse and Neglect Check (valid for 1 calendar year from the date) can schedule at Office of Education Compliance in DuBourg Hall. See below
- Valid TB test (dated on/after **December 15, 2018**)- please upload to your **SOE Office of Field Experience Google Drive Folder**.
- Protecting God's Children

FBI and Missouri Child Abuse and Neglect Check Process:

1. Go to SLU Office of Clinical Education Compliance  
<https://www.slu.edu/registrar/services/background-checks.php>
2. Select "Local Student Background Check"
3. Select an appointment time for your fingerprinting then fill in the form.
4. Select: "Education Fieldwork" from the drop-down menu and choose MO and FBI Fingerprint Check. The background check reports are sent directly to the Field Office.
5. Your student account will be billed \$52.20

Go to SLU Office of Field Experience Website and scroll down to "Level 3: Culminating Level Experience (Student Teachers)" then click "FAQs" for more information:

<https://www.slu.edu/education/field-experience/undergraduate.php>

## **Fall Student Teaching Application Packets are due February 1, 2018**

*\*\*Requests are placed with schools in the order applications are received by the Field Office. Applications received after February 1 at noon will be sent out last. Don't delay!*

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### **Register for student teaching by:**

- a. Registering on Banner after meeting with advisor.
  - Register for 10 credits of student teaching; 3 credit hour of EDI 4860 or EDI 4870 (Professional Seminar); 1 credit hour of EDI 4940 (Portfolio IV); and 1 credit hour of EDR 4970 (Action Research).
- b. Paying tuition and all registration fees on time.



c. Paying any late fees that, if left unpaid, could cause the student to be deregistered from student teaching.

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### **Professional Liability Insurance Information**

Saint Louis University School of Education requires all students to have current professional liability insurance during all practicum and student teaching experiences. Students must provide verification of current professional liability insurance to the Educational Field Experiences office.

Students may purchase insurance from either Missouri State Teachers Association or Missouri National Education Association, both of which provide professional liability insurance for educators.

**Missouri State Teachers Association (MSTA):** Insurance is obtained by joining or renewing your membership at <http://www.msta.org/join/> . Select the STUDENT MSTA option. If you need assistance or have questions, contact Member Care Center (800-392-0532, ext. 1203). When the transaction is complete, you will receive a "Do Not Reply" email containing an "Order Summary". **Please forward this confirmation email receipt to your Google Drive Folder. This will serve as verification for your file.**

**Missouri National Education Association (MNEA):** Insurance is obtained by joining or renewing your MNEA membership at [www.mnea.org](http://www.mnea.org) . Select the Student Membership option. When the transaction is complete, you will receive a "verification/welcome letter" email. **Please forward this welcome letter email to your Google Drive Folder. This will serve as verification for your file.**

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***Best Wishes with your Student Teaching Journey!***