

General Orientation for All Teacher Candidates the Semester Prior to Student Teaching

SOE Student Teaching Application Process

The Saint Louis University Student Teaching Experience is designed to provide the teacher candidate with a carefully structured, closely supervised experience in classroom teaching. Student teaching, the culmination of the teacher education preparation program, is one of the most valuable experiences and often the most memorable one in the development of a teacher. Student teaching provides opportunities for teacher candidates to observe experienced teachers, practice newly emerging teaching skills, and apply knowledge gained from university coursework to the actual context of early childhood, elementary, middle, or secondary schools. It is also a time to reflect upon the social, psychological, and pedagogical aspects of classroom and school life.

Success in student teaching depends upon the depth of the teacher candidates' commitment and willingness to learn and grow from this experience. It also depends on the willing cooperation and expertise of the student teaching team who direct, support, and guide the teacher candidate.

Prior to completing the SOE Student Teaching Packet:

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

Eligibility for Student Teaching Semester:

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

- As of July 1, 2019, students entering the teacher certification program at Saint Louis University can use either a composite score of 20 or better on the ACT or a passing score of all four subtests of the Missouri General Education Assessment (MoGEA).
- All education coursework and/or subject area courses completed with grades of C or better.
- GPA Requirements:
 - Cumulative: 2.75
 - Content: 3.00
 - Education: 3.00
- Successfully passing the 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), vossja@slu.edu.

3. Save copies of your Clearance Documents and Student Teaching Application Packet (listed below) in **Word or Google Doc** 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 shared by the SOE Field Office. Please label each file with your last name and the artifact. (Voss ST application, Voss Resume, Voss Philosophy of Teaching, etc).
6. Create a [DESE Profile](https://dese.mo.gov/educator-quality/certification/educator-certification-help-guide) on Missouri's **online educator certification system**.
<https://dese.mo.gov/educator-quality/certification/educator-certification-help-guide>
7. *Optional:* [DESE Substitute Certificate](https://dese.mo.gov/educator-quality/certification/substitute-teachers)
The process can take up to 4 weeks to receive once the order is placed
****Requirements and Expiration dates can vary depending on placement**
***** Complete the clearance documents as soon as possible.**
<https://dese.mo.gov/educator-quality/certification/substitute-teachers>

Student Teaching Packet Documents:

7 required documents

- Student teaching application
- Resume
- Statement of Philosophy of Education
- Teacher Candidate obtains 2 letters of recommendation (Recommend: one from a professor (illustrating your content knowledge) and one from an individual who can illustrate your disposition/experience in your field.
- **Official transcript** (with blue seal) requested in Banner Self Service or at the Office of the University Registrar
- Clearance Documents

Student Teaching Clearance Documents:

3 required documents

- FBI and Missouri Child Abuse and Neglect Check (valid for 1 calendar year from the date of graduation) can schedule at Office of Education Compliance in DuBourg Hall. See below



- Valid TB test (valid for 1 calendar year from the date of graduation)- 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:

**Fall Teacher Candidates complete between January 1 -January 20/ Spring Teacher Candidates between June 15-August 15. Processing after these dates may prevent you from obtaining the placement of choice.

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: “DESE Certification” or “DESE Substitute Certificate” from the drop-down menu and choose MO and FBI Fingerprint Check. The background check reports are sent directly to your DESE Profile.
5. Your student account will be billed \$52.20.
6. Sharing your Clearance Documents: Checking the status of your clearance documents on your DESE Profile by scroll down to and click on the gray **"Fingerprint Information"** bar. When you receive “clearance”, please screenshot the page (make sure it includes your name) and share it in your SOE Office of Field Experience Google Drive Folder.
7. Clearance Document Codes:

If You are NOT Already Employed by a Missouri School District	
Your Occupation	Use this Registration Code*
Administrator, Principal, Teacher	2300
Substitute Teacher	2301
School Counselor, School Psychological Examiner, School Psychologist, Speech Language Pathologist	2300
<i>*The information generated by these codes cannot be accessed by school districts. An additional background check may be required for employment purposes.</i>	

8. Support for completing SLU Office of Clinical Education Compliance paperwork:



Department Information

• Department Contact

Department Phone (ex. 123-456-7890)

Department Fax (ex. 123-456-7890)

Email

• Type of background check

- MO & FBI Search
- MO/FBI and FSCR
- MO/FBI and Sex Offender
- Comprehensive (MO/FBI and Health or Education Registries)
- Comprehensive International (MO/FBI, Health or Education Registries and Government Watch List)

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>

Student Teaching Application Packets are due The first Wednesday of The Semester Prior to Student Teaching

***Requests are placed with schools in the order student teaching packets are received by the Field Office. Student Teaching Packets received after the due date will be sent out last. Don't delay!*

Registration for Student Teaching Semester:

- 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 III); 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.

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 the 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 . 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.**

Best Wishes with your Student Teaching Journey!