

STUDENT TEACHING APPLICATION CHECKLIST

To ensure that your application is complete, please fill out the following checklist and attach it to the FRONT of your application packet. Any application missing one or more of these items will NOT be accepted.

Please note: All indications made on the checklist must be accompanied by the appropriate documentation. A full explanation of these items can be found on page two of the application packet.

| |
|--|
| Praxis II |
| <input type="checkbox"/> Passing Score _____ or <input type="checkbox"/> Scheduled Test Date _____ and <input type="checkbox"/> Test Registration Number _____ |
| Criminal Background Check (must be less than a year old) |
| <input type="checkbox"/> Check or Money Order Number _____ <input type="checkbox"/> Fee waived; MPS Employee. School Name: _____ <input type="checkbox"/> Current (less than a year old) background check on file. Date _____ |
| Verification of TB Screening (must be less than a year old) |
| <input type="checkbox"/> Date of test _____ <input type="checkbox"/> Result _____ |
| Professional Educator's Resume |
| <input type="checkbox"/> # of copies included _____ <input type="checkbox"/> Date _____ |

 Student signature

 Date

Your signature verifies that this application is complete and correct to the best of your knowledge.

FOR OFFICE USE ONLY

Received By: _____

Date: _____



**School of Education
Field Experience Office
Office of Professional Education Programs**

STUDENT TEACHING APPLICATION PACKET

February 8, 2008 Student Teaching Application Deadline

- * Early Childhood Education (ECED) Students wishing to student teach in Fall 2008
- * Middle Childhood—Early Adolescence (MCEA) Block III Students
- * ECA World Languages wishing to do “Student Teaching” in Fall 2008

April 25, 2008 Student Teaching Application Deadline

- * ECED Students wishing to student teach in Spring 2009
- * MCEA Block II students
- * ECA World Languages wishing to do “Student Teaching” in Spring 2009
- * Early Adolescence—Adolescence (EAA) Social Studies wishing to do “Middle School Fieldwork/Student Teaching” in Fall 2008 or Spring 2009 (undergraduates only)*
- * EAA English Students wishing to do “Middle School Fieldwork/Student Teaching” in Fall 2008
- * MACSTEP Students (undergraduates only)*

**BE SURE YOU APPLY AT THE CORRECT DATE.
FAILURE TO APPLY AT THE APPROPRIATE DATE WILL DELAY
OR POSTPONE YOUR STUDENT TEACHING ASSIGNMENT.**

Praxis II

Latest test dates to ensure on-time student teaching placements:

- * Fall 2008 full-time student teachers should take the Praxis II test no later than January 2008. Register by the appropriate deadline, which is approximately one month before the test, to avoid a late fee.
- * Spring 2009 full-time student teachers should take the Praxis II test no later than June 2008. Register by the appropriate deadline, which is approximately one month before the test, to avoid a late fee.

Visit www.ets.org to register and for more information.

ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED.

**YOU WILL BE NOTIFIED OF YOUR ACCEPTANCE/DENIAL BY MAIL!
MAKE SURE YOUR CONTACT INFORMATION IN PAWS IS CURRENT!**

**Post-baccalaureate students in EAA English, Social Studies, Math, and Science and ECA World Languages have applied via the post-baccalaureate application to the School of Education. There is no need to reapply.*

STUDENT TEACHING APPLICATION REQUIREMENTS (ONLY COMPLETE APPLICATIONS ACCEPTED)

Please use the checklist at the front of this packet before you turn anything in to our office. Complete applications should be paper-clipped together (no report covers, binders, or folders) and include these five things:

- Completed Student Teaching Application Form** (page three of this packet)
- Proof of Praxis II Registration** (or a copy of your official Praxis II Scores): **MAKE SURE UWM RECEIVES YOUR SCORES. THE CODE FOR UWM IS RA1473.** You must pass the Praxis II Content Test before you begin your full time student teaching. To ensure clearance your scores should be RECEIVED by UWM approximately 6 months before you receive a placement.
- Criminal Background Check Form** *Application for Participation in a Clinical Education or Field Placement Program* (pages four and five of this packet) and \$10.00 payment: You must pass the criminal background check before you may begin your placement. We can accept checks or money orders for \$10.00 payable to "UWM." If you are an MPS employee, you do not need to pay \$10.00; however, we will verify employment with MPS (please indicate school on page four).
- Verification of TB Screening:** You may obtain the test either from the Norris Health Center (229-4716) or from your private physician. Valid tests are less than a year old. If your last test was more than a year ago, you MUST have another test.
- Professional Educator's Resume** (pages six-nine): Include FOUR copies. Copies will be forwarded to prospective cooperating teachers and school administrators. Present yourself professionally! Two sample resumes are included in this packet as a guideline, or update one created for a School of Education class.

Other things you should know...

- * **Applications are due on or before the dates listed below** for placement during the subsequent respective semester. Submit your application in Enderis Hall Room 209 no later than 4:30pm on the date it is due. You will be notified of your acceptance status via U.S. mail in late spring for Fall 2008 placement and late fall for Spring 2009.
 - * **February 8th Deadline:**
 - * Early Childhood Education (ECED) students wishing to student teach in Fall 2008
 - * Middle Childhood—Early Adolescence (MCEA) Block III Students planning to student teach in Fall 2008
 - * ECA World Languages wishing to do "Student Teaching" in Fall 2008
 - * **April 25th Deadline:**
 - * ECED Students wishing to student teach in Spring 2009
 - * MCEA Block II students planning to student teach in Spring 2009
 - * ECA World Languages wishing to do "Student Teaching" in Spring 2009
 - * EAA Social Studies wishing to "Middle School Fieldwork/Student Teaching" in Fall 2008 or Spring 2009 (undergraduates only)
 - * EAA English Students wishing to do "Middle School Fieldwork/Student Teaching" in Fall 2008
 - * MACSTEP Students (undergraduates only)
- * **Applying for student teaching placement is not the same as REGISTERING for student teaching.** Be sure to register for appropriate student teaching courses and the appropriate number of credits during the official registration period. See your advisor if you have any questions about registration.
- * **Early Adolescence through Adolescence Majors:** You must complete your application BEFORE your "Middle School Fieldwork/Student Teaching" semester.
- * **Early Childhood Education Majors:** For your protection we suggest making sure your Measles, Mumps, Rubella (MMR) immunization is up-to-date.
- * **On-the-Job Student Teachers:** You will need a "Letter of Support" from your school. If you are currently teaching on a provisional license or are under contract with a school district and have discussed "On-the-Job" student teaching with your faculty adviser, you should submit a letter of support from your school administrator. The letter should state that the administrator is aware of your student teaching requirement and welcomes supervision from UWM.
- * **Visit Our Web Site:** www.fieldex.soe.uwm.edu You can find the Field Experience Handbook, answers to frequently asked questions, and important dates and deadlines. The site is updated regularly.

APPLICATION DEADLINE FOR FALL 2008 STUDENT TEACHING — Friday, February 8th, 2008
APPLICATION DEADLINE FOR SPRING 2009 STUDENT TEACHING — Friday, April 25th, 2008
APPLICATIONS ARE DUE NO LATER THAN 4:30PM IN ENDERIS 209

Student Teaching Application Form

| | | |
|--|---|--|
| Section A | Name: _____ <small style="display: inline-block; width: 30%; text-align: center;">Last</small> <small style="display: inline-block; width: 30%; text-align: center;">First</small> <small style="display: inline-block; width: 30%; text-align: center;">Middle</small> | |
| | Previous last name(s): _____ | |
| | Student ID: _____ - _____ - _____ Date of Birth: ____/____/____ | |
| <p>All communication from the Field Experience Office is sent to your physical address and/or UWM e-mail address as found in PAWS. Please forward your UWM e-mail account to your non-UWM e-mail account if you use the latter on a regular basis. Please visit the I&MT website at www.uwm.edu/imt for more information. The <i>Forward Mail</i> option is under <i>E-mail Utilities</i>.</p> | | |
| <p>Note: Please indicate all placement considerations on a separate sheet of paper and submit it with your application. Our policy is that we cannot guarantee that we can accommodate your request. Many special requests must be appealed to the individual program.</p> | <p>Semester(s): <input type="checkbox"/> Fall 2008 <input type="checkbox"/> Spring 2009</p> <p>For EAA (English, Social Studies, and MACSTEP only): <input type="checkbox"/> Part-time Middle School Fall 2008/ Full-time High School Spring 2009 <input type="checkbox"/> Part-time Middle School Spring 2009/ Full-time High School Fall 2009</p> | <p><input type="checkbox"/> Check if previously certified in WI. List certifications: _____</p> <p>Do you have access to a car? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, please indicate nearest bus route(s): _____</p> |

| Department of Curriculum and Instruction | | |
|---|---|---|
| Section B — Placement Request(s) | <input type="checkbox"/> Early Childhood Education Program (Grades K-3) | |
| | <input type="checkbox"/> Middle Childhood through Early Adolescence Education Program (Grades 1-8) <p style="margin-left: 40px;">Grade level preference Check all that apply</p> <input type="checkbox"/> Primary (Grades 1-2) <input type="checkbox"/> Intermediate (Grades 3-5) <input type="checkbox"/> Middle School (Grades 6-8) <p>Minors (required): 1) _____ 2) _____</p> | |
| | <input type="checkbox"/> Early Adolescence through Adolescence Education Program (Grades 6-12; fall/spring placement) <table style="width:100%; margin-left: 40px;"> <tr> <td style="width: 50%;"> <input type="checkbox"/> English <input type="checkbox"/> Broadfield Social Studies <input type="checkbox"/> Economics <input type="checkbox"/> Geography <input type="checkbox"/> History <input type="checkbox"/> Political Science <input type="checkbox"/> Psychology <input type="checkbox"/> Sociology </td> <td style="width: 50%;"> <input type="checkbox"/> Mathematics <input type="checkbox"/> Science <input type="checkbox"/> Biology <input type="checkbox"/> Chemistry <input type="checkbox"/> Earth Science <input type="checkbox"/> Environmental Science <input type="checkbox"/> Life & Environmental Science <input type="checkbox"/> Physical Science <input type="checkbox"/> Physics </td> </tr> </table> | <input type="checkbox"/> English <input type="checkbox"/> Broadfield Social Studies <input type="checkbox"/> Economics <input type="checkbox"/> Geography <input type="checkbox"/> History <input type="checkbox"/> Political Science <input type="checkbox"/> Psychology <input type="checkbox"/> Sociology |
| <input type="checkbox"/> English <input type="checkbox"/> Broadfield Social Studies <input type="checkbox"/> Economics <input type="checkbox"/> Geography <input type="checkbox"/> History <input type="checkbox"/> Political Science <input type="checkbox"/> Psychology <input type="checkbox"/> Sociology | <input type="checkbox"/> Mathematics <input type="checkbox"/> Science <input type="checkbox"/> Biology <input type="checkbox"/> Chemistry <input type="checkbox"/> Earth Science <input type="checkbox"/> Environmental Science <input type="checkbox"/> Life & Environmental Science <input type="checkbox"/> Physical Science <input type="checkbox"/> Physics | |
| <input type="checkbox"/> Early Childhood through Adolescence World Language <input type="checkbox"/> English as a Second Language (major) <input type="checkbox"/> Language _____ | Check one or both option(s) below if applicable: <input type="checkbox"/> English as a Second Language (minor) <input type="checkbox"/> Bilingual Education Program (supplemental or minor) | |

I certify that all the information contained on my application for student teaching is correct and grant permission to release application materials to my prospective cooperating teacher(s) and school district. I understand that a criminal records check may be conducted before my placement is confirmed.

 Student signature

 Date

Students claiming a disability need to contact the Field Experience Office at (414) 229-6033.

APPLICATION DEADLINE FOR FALL 2008 STUDENT TEACHING — Friday, February 8th, 2008
 APPLICATION DEADLINE FOR SPRING 2009 STUDENT TEACHING — Friday, April 25th, 2008
 APPLICATIONS ARE DUE NO LATER THAN 4:30PM IN ENDERIS 209



Enderis Hall 209
PO Box 413
Milwaukee, WI
53201-0413
414 229-6033 phone
414 229-4705 fax
field-ex@uwm.edu

Background Investigations

In accordance with the University of Wisconsin Board of Regents and the Milwaukee Board of School Directors, all students planning to participate in clinical field experience/student teaching in Milwaukee Public Schools (MPS) must undergo a criminal records investigation. Students who fail to do so will be ineligible for a field experience/student teaching placement.

A \$10.00 processing fee (in the form of a check or money order payable to UW-Milwaukee) is required. Please note that if you are completing this for Introduction to Teaching (CURRINS 100) or are currently employed by MPS, you are exempt from this fee.

Please complete the attached Application for Participation in a Clinical Education or Field Placement Program form and return it along with the \$10 fee to Enderis Hall, Room 209, or mail it to the address below.

Current MPS employees: Please provide the information below in addition to completing the Application for Participation in a Clinical Education or Field Placement Program and return both without the fee. This information will be verified with Milwaukee Public Schools.
Name of Milwaukee Public School at which you are currently employed Start Date
NAME Social Security Number

Please return the form and fee to:

UW-Milwaukee
School of Education
Field Experience Office
PO Box 413
Milwaukee, WI 53201-0413

If you have any questions about the criminal background investigation or need an application, please contact the Field Experience Office at (414) 229-6033 or field-ex@uwm.edu.



**RETURN FORM WITH
CHECK OR MONEY ORDER FOR
\$10.00 (NO CASH ACCEPTED)
PAYABLE TO:
UWM SCHOOL OF EDUCATION
ENDERIS HALL, ROOM 209
PO BOX 413
MILWAUKEE, WI 53201-0413
(414) 229-4721**

**APPLICATION
FOR PARTICIPATION IN A
CLINICAL EDUCATION OR
FIELD PLACEMENT PROGRAM**

PLEASE NOTE THAT IF YOU ARE COMPLETING THIS FOR THE "INTRODUCTION TO TEACHING" COURSE, YOU DO **NOT** NEED TO SUBMIT A CHECK. YOUR ACCOUNT WILL BE BILLED FOR THIS EXPENSE.

The Milwaukee Public Schools is an Equal Opportunity Employer and Complies with the Provisions of the Americans with Disabilities Act
(Please use black ink or typewriter and use additional sheets of paper when necessary in answering.)

1. Print Name _____ 2. Phone: _____
Last First Middle Home Work

3. Address: _____
Number and Street City and State Zip Code

(The information requested in items 4 and 6 is used solely for verifying identity when checking information in item 10.)

4. Social Security Number _____
5. Date of Birth: Month _____ Day _____ Year _____
6. a. Race: _____ b. Sex: _____

7. Give any other names by which you have been known: _____

8. List the states in which you have lived (other than Wisconsin) and approximate dates.
State: _____ Dates: (From) _____ (to) _____
State: _____ Dates: (From) _____ (to) _____
State: _____ Dates: (From) _____ (to) _____

9. College or University presently attending: _____

10. Have you ever been convicted of any offense (including felonies, misdemeanors, or ordinance violations) or do you have any charges pending, other than minor traffic violations? Yes ___ No ___ If yes, list details below. Use separate sheet if necessary. **(NOTE: Convictions are not an automatic bar to participation in an MPS Clinical Education or Field Placement Program. Each case is considered on its own merit. A conviction not reported can be cause for rejection of an application or dismissal.)**

| DATE | LOCATION | CHARGE | COURT | DISPOSITION OF CASE |
|------|----------|--------|-------|---------------------|
| | | | | |
| | | | | |

11. Have you ever been dismissed or asked to resign from any position? Yes ___ No ___
If Yes, please explain fully. _____

12. Do you have health insurance? Yes ___ No ___

AUTHORIZATION, RELEASE AND CERTIFICATION: I authorize the Milwaukee Board of School Directors (MPS), its agents and employees, to make any inquiry and receive any information from any person or organization regarding my suitability for assignment in an MPS Clinical Education or Field Placement Program. I authorize any persons or organizations to provide to MPS, its agents and employees, any information that may be requested. Such inquiries may include, but are not limited by reason of enumeration, inquiries regarding the quality and quantity of my work, my work history and work record, opinions regarding my character and qualifications, any criminal charges that may be pending against me, and my record of convictions. I agree that I will not request MPS, its agents or employees to release to me any information gathered by virtue of this authorization.

I hereby waive, release and discharge any person or organization, including MPS, its agents and employees, from any liability for any loss or damage or any claim for loss or damage that may arise from obtaining, releasing to third parties, or acting upon such information. Specifically, I covenant not to sue MPS, its agents and employees, for releasing any information obtained by virtue of this release to third parties which MPS in good faith, determined is a public record within the meaning of the Wisconsin Public Records Law, sec. 19.31 et. seq. I give this waiver, release, and covenant not to sue for myself, my heirs, assigns, and successors in interest fully understanding that the information obtained may disqualify me from participation in an MPS Clinical Education or Field Placement Program.

I certify that, to the best of my knowledge, all statements made by me on this application are true, complete, accurate and not misleading or in any way misrepresented. I understand that any false, incomplete, inaccurate, or misleading statements or any misrepresentations may subject me to disqualification for or dismissal from an MPS Clinical Education or Field Placement Program.

A copy of this authorization, release, and certification is as valid as the original.

Signed Date

EDUCATION

Bachelor of Science in Elementary Education,
University of Wisconsin-Milwaukee, Milwaukee, WI
Senior Standing

Certifications at UWM:

- Early Childhood (PreK-grade 3)
- Middle Childhood through Early Adolescence (grades 1-8)
- Early Adolescence through Adolescence (grades 6-12)
- Early Childhood through Adolescence (grades K-12)

CERTIFICATION

Wisconsin Middle Childhood through Early Adolescence, Expected summer 2008

FIELD WORK EXPERIENCE

- Field Work** - Philipp Elementary School (3rd grade), Milwaukee, WI Fall 2007
- Team-taught science unit utilizing hands-on experiments to demonstrate the effects of temperature.
 - Utilized hands-on manipulatives and cooperative learning focused math activities.
 - Created reading unit utilizing paperbacks and daily newspapers.
 - Conducted reading groups, workshops, and guided reading in whole language environment.
 - Developed cross-curriculum units to increase understanding of content and relationship of content to children's experiences.
 - Designed and created bulletin boards to display student work.

- Field Work** - Hartford University Elementary School (1st grade SAGE), Milwaukee, WI Fall 2007
- Tutored students in reading and writing
 - Planned and implemented a whole class reading lesson
 - Led student groups during field trips
 - Encouraged student learning through positive reinforcement
 - Volunteered at "Fun Frolic" family night
 - Developed positive relationships with students, parents and other teachers.

Use experience headings that are relevant to your field and categorize your experiences in a way that best markets yourself to the reader.

TUTORING & CHILD RELATED EXPERIENCE

- Nanny** - Private Residence, Whitefish Bay, WI 2005-Current
- Care for children ages 2, 4, and 10.
 - Plan educational and recreational activities.
 - Tutor children in reading, math, and social studies.
 - Assist family with enforcing consistent discipline.

- Volunteer Tutor** - Pierce Elementary, Milwaukee, WI 2005-2006
- Promoted literacy by reading to students ages 7-12 and assisted with daily homework.

- Volunteer Tutor** - Milwaukee Rescue Mission, Milwaukee, WI Spring 2005
- Tutored fourth grade Milwaukee Public School students.
 - Provided support related to home and school issues.
 - Positively influenced students conceptions towards education.
 - Advised students on proper choices.

SUPERVISORY & ADMINISTRATIVE EXPERIENCE

Administrative Supervisor - Le Grand Marketing, Milwaukee, WI

March 2005-Current

- Promoted from Assistant in June 2006.
- Supervise staff including hiring, training, and scheduling.
- Serve as liaison between over 50 clients and 30 distributors.
- Solve ordering problems to provide quality service.
- Order office supplies for staff of 25.

*Demonstrates multiple
positions for one employer*

Administrative Assistant

- Answered client inquiries over the phone and in person.
- Created more efficient filing system.
- Developed and maintained company literature library.
- Performed data entry.
- Utilized well-developed organizational and multi-tasking skills in various administrative areas.

LEADERSHIP & EXTRACURRICULAR ACTIVITIES

- Student Wisconsin Education Association (college), 2 years
- Student Council Representative (high school), 4 years
- Student Council Executive Board Secretary (high school), 1 year
- National Honor Society (high school), 2 years
- German Club (high school), 2 years
- Freshman Volleyball Team (high school), 1 year
- Cheerleading Squad (high school), 3 years

COMMUNITY INVOLVEMENT

- Adopt-A-Highway - cleaned up the roads around the community, 2 years
- Food Fundraiser - collected canned foods for needy families, 2 years
- Earth Week Volunteer - participated in promotion of events, 1 year
- Blood Drive - provided food and helped in the blood drive, 1 year

References Available - Two years study of German language

Jane Doe

2310 Murray Street
Milwaukee, Wisconsin 53211

(414) 555-0000
doejane@dcd.uwm.edu

- EDUCATION** University of Wisconsin-Milwaukee, Milwaukee, WI Major GPA: 3.9/4.0
Bachelor of Science in Elementary Education May 2008
Focus areas: Science and Social Studies
- CERTIFICATION** Wisconsin Middle Childhood through Early Adolescence, Expected summer 2008
- TEACHING & TUTORING EXPERIENCE**
- Field Experience - 5th grade** Fall 2007
Richard Kluge Elementary School Milwaukee, Wisconsin
- Developed and taught lessons in science and math that encouraged cooperative learning.
 - Adapted curriculum and teaching style to meet student's individual needs.
 - Consulted with special education teacher to adapt materials for students with IEPs and 504s.
 - Assisted with parent/teacher conferences.
 - Led student groups during educational fieldtrips.
- Field Experience - 8th grade** Spring 2007
Keefe Avenue Elementary School Milwaukee, Wisconsin
- Tutored students one-on-one and in small groups in math, reading, and writing.
 - Participated in planning and supervising fieldtrips.
 - Assisted in development of bulletin boards to display student work.
- Day Camp Counselor - 7-13 years of age** September 2005-January 2007
Salvation Army Milwaukee, Wisconsin
- Taught at-risk youth communication and teamwork skills through various educational and recreational activities.
 - Served as role model in promoting positive self-esteem and proper conflict management.
 - Supervised numerous field trips for groups of 50+.
- Volunteer Teaching Assistant - K5, 1st grade, 3rd grade** Fall 2004-Fall 2006
West Elementary School Waukesha, Wisconsin
- Assisted with guided reading instruction, reading groups, and reading tutoring.
 - Tutored students individually and in small groups in all subject areas.
 - Supervised children on fieldtrips and activities within the community.
- COACHING EXPERIENCE**
- Little League Softball Coach and Umpire - 7-9 years of age** Summers 2005-present
Milwaukee Parks and Recreation Department Milwaukee, Wisconsin
- Provide leadership and structure to practices and games for children.
 - Teach and role model sportsmanship, team cooperation, positive conflict resolution, and commitment to goals.
 - Adapt leadership style to the individual needs of each child.
 - Build self esteem in all players through positive feedback.
 - Develop supportive relationships with children, parents, and community members.

**COMMUNICATION
EXPERIENCE**

Cashier

Clark Frozen Custard

Summers 2005-present
Milwaukee, Wisconsin

- Provide quality customer service and effectively resolve customer concerns.
- Demonstrate calmness and flexibility during high traffic times.
- Work independently and within a team to meet sales goals.

**PERFORMING
ARTS &
ATHLETIC
ACTIVITIES**

- Performances in community and school theaters, 8 years
- School orchestra, 5 years
- First place ratings in regional and state for cello, 2 years
- Soccer, 6 years competitive
- Varsity softball, 3 years
- JV volleyball, 1 year

**HONORS &
SCHOLARSHIPS**

- National Honor Society, 2 years
- International Thespian Society, 2 years
- Senior Athletic Scholars Award, 2004
- UWM School of Education Scholarship
- Wisconsin Academic Excellence Scholarship
- UWM Dean's List, 8 semesters

Sample Résumé