

INSTRUCTIONS for COMPLETING the STUDENT TEACHING FORMS and MODULES

- **FAILURE TO CAREFULLY READ AND FOLLOW INSTRUCTIONS CAN DELAY ACCEPTANCE.**
Please read through these instructions thoroughly. Incomplete or improperly completed forms will be returned and can delay student teaching acceptance and placement. It is **STRONGLY** recommended to print a blank copy of the forms and collect the information **FIRST**.
- **All forms** (1 copy student teaching application, 2 copies personal & professional information (each copy individually stapled) and 1 copy Good Moral Character Verification, parts 1 and 2) **must be submitted typed and as HARD COPIES**
- **Application Deadline:** Semester prior to the intended student teaching semester
September 15 for Spring student teaching and February 15 for Fall student teaching
Applications received after the deadline will be processed at the end of the semester.

Student Teaching Application - 1 page

- Please type in all information requested. Be sure to check for typing and spelling errors.
- For previous field experience, indicate the school and grade level for EDFN 1501, SPED 2630, and TERG(s).
- Select only one Student Teaching area and provide the teaching field/concentration areas.
- Click on the box next to the county where you wish to student teach. Only one may be selected. Candidates selecting “out of area” must email or meet with Mrs. Kightlinger (330-941-3735; takightlinger@ysu.edu). Failure to do so will delay student teaching acceptance and placement.
- PRINT and sign two (2) copies of the application – **ONE** (1) for your records and **ONE** (1) to submit.

Personal & Professional Information - 3 pages

- Please type in all information requested. **This form will be sent to a school district** to secure your student teaching placement **and will be your first impression with a school district**. Be sure to check for typing and spelling errors.

Page 1 - Be sure to correctly identify the school district and list activities. List your work or volunteer experiences.

Page 2 - It is **STRONGLY** recommended to print a blank copy of this page and write the information then type in the responses.

Additional pages **WILL NOT BE ACCEPTED**. Spaces is restricted; font size and lines available is identified below.

Responses should be minimally ¼ of the area for each section.

Introduction: Briefly introduce yourself as a learner and professional. Discuss your reasons for pursuing teaching and reference experiences that have contributed to your development as a pre-service teacher. Include what you consider to be your strengths and what you hope to learn in the student teaching experience. (10 font, 17 lines)

Teaching is....: Summarize your thoughts within the space provided. (10 font, 14 lines)

As an educator: Write a brief narrative addressing a societal issue that impacts students/family/the school – poverty, disability, diversity, divorce, death, incarceration, deployment, substance abuse, homelessness, suicide, cancer, abuse/neglect or any other societal issue. Keep within the space provided. (10 font, 22 lines)

Page 3 - Be sure to sign the Acknowledgement section on page 3.

- PROOF READ before printing. Print and sign three (3) copies – **ONE** (1) for your records and **TWO** (2) to be submitted.

Good Moral Character Verification - Parts 1 & 2

- Fill in your name and banner number and check no or yes at the bottom of each form.
- Print, sign and submit **ONE** (1) copy of each page.

Completion of Five (5) Modules on Blackboard

- Modules re: OTES, resident educator, OSTP, OSPD: compliance, and district operating standards. Modules will be checked for completion with 80% accuracy. **Must be completed before submitting your student teaching application.**

SUBMIT to the Beeghly Hall Field Experience Office, room 3310 by **SEPT 15 for SPRING/FEB 15 for FALL**

- One copy of the Student Teaching Application (1 page)
- Two copies of the Personal and Professional Information (3 pages)
- One copy of the Good Moral Character Verification, part 1 and 2 (2 pages)

Applications received after the deadline will be processed at the end of the semester.
Placement at the start of the semester is not guaranteed for late applicants.

- 1) Go to www.ysu.edu, click on the “Penguin Portal” link at top of page.



- 2) Click on the BlackBoard Login button.



- 3) Click on YSU Account Login button.



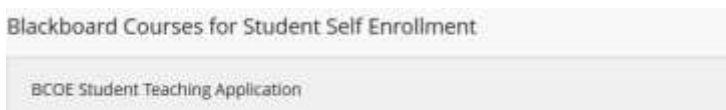
- 4) Sign in using your YSU login and password.



- 5) After login you should be on the Institution Page. If you are not, click on the Institution Page link on the left-hand side.



- 6) Scroll down on the Institution Page and click on BCOE Student Teaching Application and click on those.



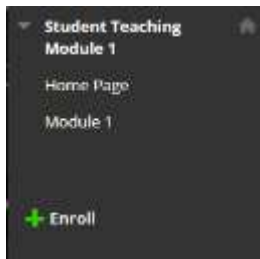
7) On the next page you will click on “Click here to enroll”

User is not enrolled in course.

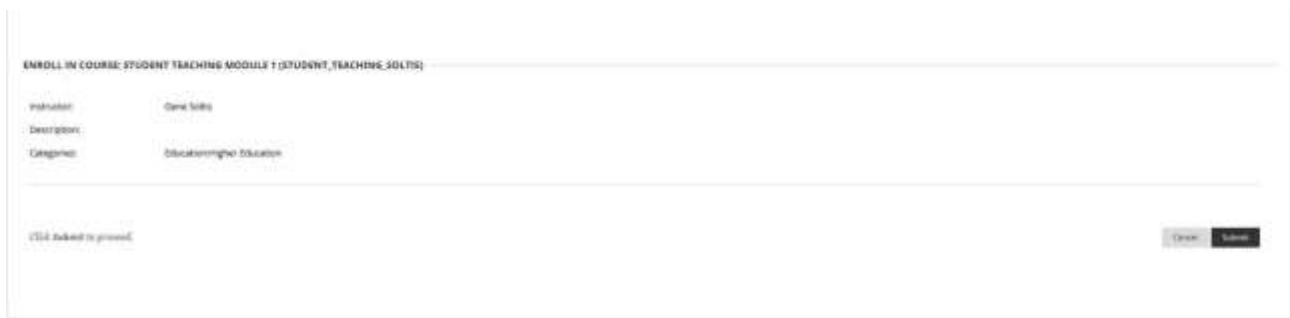
[Click here to enroll.](#)

Wednesday, January 23, 2019 11:47:37 AM EST

8) Then you will click on “Enroll” next to the green plus.



9) Click the “Submit” button on the bottom right corner of the screen.



10) Then click the “OK” button at the bottom right corner of the screen.



11) Click on Unit 1 and go through the materials. After you finished Unit 1, you will move onto Unit 2. At the end of Units 2 to 5 you will need to pass each quiz with an 80% or better to move to the next unit. There are a total of 5 Units.

