

# William Penn University

## Student Teaching Policy

### Student Teaching – A Full-Time Experience

William Penn University is approved by the Iowa Department of Education to recommend teacher licensure to students who meet the qualifications specified in the Department of Education Rules.

The following statement is taken from Chapter 79:

**79.13(10)** *The student teaching experience for initial licensure includes full-time experience for a minimum of 14 consecutive weeks during the student’s final year of the practitioner preparation program.*

In order to comply with this mandate, the Education Division provides multiple opportunities for students to be made aware of this policy. The following statement is included in the Education Division Student Handbook and the Student Teaching Handbook, and has been reviewed multiple times during advising, coursework, and mandatory meetings.

Student teaching is a full-time experience. Student teachers are to maintain the same working hours as their cooperating teachers. Student teachers are not permitted to miss days or leave school early to accommodate athletics or any other non-student teaching related function.

Students are welcomed to participate in athletics or other non-student teaching related functions provided the coach or supervisor understands that students may be late to practice/meetings and may not leave early for “away” events.

I have read the student-teaching policy and fully understand it.

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

**William Penn University**  
**Student Teaching Application Form**

This application should only be completed by students who have been fully admitted to the Teacher Education Program.
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Please print the following:

Name: \_\_\_\_\_  
(first) (middle) (last) (maiden)

Date of Birth: \_\_\_\_\_ ID#: \_\_\_\_\_

Current Address: \_\_\_\_\_  
(street) (city) (state) (zip)

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Graduation requirements are being met under the \_\_\_\_\_ William Penn Catalog.  
(year)

I plan to student teach during the: *Fall* *Spring* (circle one) semester of \_\_\_\_\_  
(year)

Grade Level Placement Preference: K-3 \_\_\_\_\_ 4 – 6 \_\_\_\_\_ 7-12 \_\_\_\_\_

Do you intend to student teach in Special Ed? Yes \_\_\_ K-8, 5-12, or K-12 No \_\_\_

Please indicate on the attached checklist which endorsement areas you will be qualified to teach.

**Field Experience Information** (General Methods/Special Methods or Fall Block/Spring Block & Special Education Practicum):

<u>School</u>	<u>Teacher</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Student teachers will **not** be placed in a building where a member of their immediate family is a staff member, not allowed to teach their own children or siblings, nor be placed in a school they attended in the past six years.

**William Penn University student teaching placements will be made only in districts with which we have contracts. If you have worked with a particular individual with whom you had a positive experience, or who has requested you as a student teacher, please list the teacher’s name and school. Contacts with individual schools should only be made by the William Penn University supervisory professor.**

# Iowa Board of Educational Examiners Background Information

Division: (of your major) \_\_\_\_\_ Date: \_\_\_\_\_

Division Chair: (of your major) \_\_\_\_\_ Advisor: \_\_\_\_\_

Student: \_\_\_\_\_

Please respond to the **Statement of Fraud** below before asking for advisor or Division Chair recommendation.

## Background Information:

\* If you have reported a "Yes" response on a previous application, check PR (previously reported) instead of "Yes" on this application if no further conviction(s) has occurred.

- Have you ever had an education related license revoked or suspended? Yes \_\_\_ No \_\_\_ PR \_\_\_
- Have you ever been convicted of a crime other than parking or traffic violation? Yes \_\_\_ No \_\_\_ PR \_\_\_
- Have you ever been convicted of a felony? Yes \_\_\_ No \_\_\_ PR \_\_\_
- Have you ever had a founded report of child abuse made against you? Yes \_\_\_ No \_\_\_ PR \_\_\_

\* For any "Yes" response attach a written explanation on 8 ½ x 11" paper. Be sure to include the date of the violation. DO NOT explain on this application form.

- Are you a United States citizen? Yes \_\_\_ No \_\_\_

\* If you answered "no," check if you are:

\_\_\_\_\_ a qualified alien (as defined in 8 U.S.C.A. 1641). If so, please provide appropriate documentation.

\_\_\_\_\_ an alien who is paroled into the United States under 8 U.S.C.A. 1182(d)(5) for less than one year.

(If so, please provide appropriate documentation.)

\_\_\_\_\_ a foreign national not physically present in the United States.

\_\_\_\_\_ other – Please provide a detailed explanation on a separate 8 ½ x 11" sheet of paper.

**Statement of Fraud:** An application will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application.

I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding information is true and correct.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

# William Penn University Student Teaching Program Requirements

1. Students must apply for the student teaching experience two semesters prior to student teaching (May 1 or December 1) **if the following requirements have been met.**
  - A. Prior acceptance into the Teacher Education Program \_\_\_\_\_
  - B. Successful completion of 75 semester hours or second semester junior standing \_\_\_\_\_
  - C. Successful completion of the First Field Experience \_\_\_\_\_
  - D. Proficiency of at least a "C - ": in:
    1. All coursework in the major \_\_\_\_\_
    2. All coursework in the Education Division Professional Core \_\_\_\_\_
  - E. Cumulative Grade point Average of:
    1. 2.75 in all coursework taken \_\_\_\_\_
  - F. Completion of all major and Education Division Professional Core requirements
    1. Schedule an appointment with the Registrar to be sure you have completed all necessary coursework \_\_\_\_\_
    2. Print a degree audit for submission \_\_\_\_\_
  - G. Written recommendation of Division Chair in student's teaching major **(It is the student's responsibility to get his/her department chair and advisor to complete the recommendation and forward it to the Education Division Office.)** \_\_\_\_\_
  - H. **Student Teaching Application** filled out, **Resume, Degree Audit** and **Recommendation of Division Chair** submitted by May 1 or Dec. 1 \_\_\_\_\_
2. In the semester prior to student teaching, students must consult the Education Division to see when the Student Teaching Meetings have been scheduled. **Attendance at these meetings are critical.** \_\_\_\_\_

**Faculty Completes:**

Please consider the following characteristics when recommending a student to the Student Teaching Program. In your opinion this student:

- demonstrates competence in their content area
- demonstrates the ethical standards you deem appropriate for teachers
- demonstrates leadership skills
- demonstrates effective communication skills - listening, speaking, writing, and reading
- is a productive team worker
- is responsible.
- is a positive model

Please comment on any concerns you may have about the suitability of this candidate for the teaching profession.

Comments may be written on the back of this form.

Recommended: \_\_\_\_\_ Recommended: \_\_\_\_\_ Recommended: \_\_\_\_\_  
 Not Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_

Advisor: \_\_\_\_\_ Division Chair (Major): \_\_\_\_\_ Ed Division Chair: \_\_\_\_\_

I will be qualified for the following endorsement(s):

## Elementary Education

- Elementary Education (K-6) - 102
- Health (K-8) - 137
- Music (K-8) - 144
- Reading (K-8) - 148
- Strategist I (K-8) 260
- English as a Second Language (K-12) - 104

## Other

- Athletic Coaching – 101

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Secondary Education

- Business-General - 115
- Driver Safety Education - 118
- English/Language Arts - 120
- Health (5-12) - 138
- Industrial Technology - 140
- Journalism - 141
- Mathematics - 143
- Music - 145 (5-12)
- Physical Education (K-12) - 146/147
- Biology - 151
- Chemistry - 152
- Earth Science - 153
- General Science - 154
- Physical Science - 155
- Physics - 156
- American Government - 157
- American History - 158
- Psychology - 163
- Sociology - 165
- Speech Communication/Theater - 168
- Strategist I (5-12) - 261