Kentucky State University School of Education Application to Undergraduate Supervised Teaching

KSU students who seek a degree in a teaching field and/or teaching certification must submit a complete application for admission to Supervised Teaching during the semester prior to the semester in which they wish to complete student teaching. Applications include an electronic portfolio as well as hard copies of required forms. Applications are reviewed by the Coordinator of Supervised Teaching who submits applicant data to the Teacher Education Committee (TEC). All decisions regarding admission are made by the TEC. Any student who seeks an exception to any policy concerning Supervised Teaching must make a formal, written request to the Coordinator of Supervised Teaching who will pass the request on to the TEC for action. Students will be informed of results in writing within 72 hours of the TEC decision.

Instructions

Apply for admission to Supervised Teaching by the posted deadline of semester prior to the semester in which you want to student teach. The deadline for applications for fall semester is in the spring and the deadline for applications for the spring semester is in the fall. The deadline for applications to spring Supervised Teaching is October 15 and March 15 for fall Supervised Teaching. Completing a student teaching application, at KSU or any university, is a multi-step process that requires significant effort and advance planning so start your process early.

Applications to KSU Supervised Teaching have two components: (1) an application packet of hard copies of required forms and (2) an electronic portfolio that includes evidence of your knowledge and skills along the ten Kentucky Teacher Standards. Your application packet will be placed in your file in the School of Education office so keep it organized and simple. Your electronic portfolio provides evidence of your knowledge and skills in your area of education and it is composed of assignments you have completed in your courses. Hard copies of the electronic portfolio are not accepted.

Supervised Teaching Application Packet (hard copies)

Put your application packet in a simple folder to keep it clean and contained. Do not put the forms into sheet protectors or a 3-ring binder. We get lots of applications so please write your name on the outside of your folder.

- Supervised Teaching Applicant Data and Agreements
  Complete the form, which is attached to this application.

- Curriculum Guide Sheet
  Provide a copy of your Curriculum Guide Sheet. There is no need to rewrite it; all the comments you and your academic advisor have written on it, over the years, are fine. This document will verify all the courses you have completed and currently are taking, as well as your transferred courses, substitutions, and GPA of at least 2.75.

- Admission to the Teacher Education Program (TEP)
  Provide a copy of your TEP admission letter.
KSU students who plan to graduate in May or December should have completed an Application for Degree with their academic advisor submitted to the School of Education by Application for Degree deadline. Include a copy of the completed form, signed by you and your advisor, in your application packet.

Praxis II content and PLT score reports KSU students who plan to student teach in spring or fall must pass the appropriate Praxis II and PLT exams prior to beginning supervised teaching. Submit a copy of the front and back of your score reports so that the faculty can make appropriate curricular modifications based on student performances.

Résumé Include at least your name, addresses (current and permanent), contact information (e.g., telephone number, e-mail address, fax number), career objective, education history, education-related employment history, and other employment history. You also may include professional affiliations, special skills, and awards/recognitions, if you wish.

Recommendations to Supervised Teaching Arrange for the submission of two recommendation forms from two faculty members. One letter must be from a faculty member in your content area (e.g., HPER, elementary education) and the other letter must be from a faculty member in the School of Education. These recommendations must be sealed and the envelopes signed by the faculty members.

Student Teacher Medical Exam We need to verify that you are healthy enough to complete Supervised Teaching. Also, a current medical examination with a TB test is mandated for all Kentucky student teachers, by 16 KAR 5:040 Section 3 (1). This exam must be within six months of the day you begin student teaching.

We have scheduled a block of time (several hours on one specific day) for applicants to get medical exams through the Health Department at the Betty White Clinic, here on campus. Contact the Coordinator of Supervised Teaching for that time frame. The charge for the exam will be based on your income. If you cannot get your exam on campus during the allotted time frame, then you are responsible for scheduling your own exam, either through your own health care provider or through the Health Department. The Franklin County Health Department sees KSU students at the Betty White Clinic 10:00-4:30 each Tuesday. You may not walk in for a medical exam so call 502-564-7647 to schedule an appointment. Do not put this off! It is typical for medical offices to schedule exams weeks and even months in advance so, if you call and want an exam within the same week, you are not likely to be successful.

You need to fill out the top of the Student Teacher Medical Exam before you go to your exam appointment and then ask the health care provider to complete the bottom part of the form, during your exam. Remember to take the form with you; some providers charge an extra fee to fill out a medical form later. You are responsible for any and all fees charged for your medical exam.

Criminal history check KRS 160.151 and KRS 160.380 mandate that districts obtain criminal background checks on all student teachers. The simple Youth Leader Requests that are used for course field work are not adequate for student teaching. Counties vary with how they conduct criminal history checks so details will be provided to you, as needed. Note that the process is not free and that you are responsible for the associated costs. At this time, the fee for the state police and FBI criminal background check is approximately $40.
Liability insurance To protect you, your Cooperating Teacher, the school, the district, and KSU, you must submit proof that you have professional liability insurance. This is not covered by auto or homeowners insurance. Professional liability insurance ($1,000,000) is easily and economically obtained through your student membership in Kentucky Education Association (KEA). A copy of your KEA membership card will meet this requirement, with the understanding that your membership must continue for the duration of student teaching.

Supervised Teaching Portfolio – Phase II

Submit a complete, electronic portfolio that provides evidence of your knowledge and skills along Kentucky’s ten Teacher Standards. You will find the Standards at http://www.kyepsb.net/teacherprep/standards.asp.

Your portfolio must contain at least the following:

1. Cover page
   Include your portfolio title, author (you), the date you submit your application, and the semester for which you are applying to student teach.

2. Letter to the Reader
   This one-page letter should provide the following:
   - an introduction of yourself
   - an explanation of why you are qualified to student teach now
   - a brief overview of the portfolio

3. Conceptual Framework
   Your original explanation and analysis of the School of Education’s Conceptual Framework

4. Philosophy of Education
   Take time to think about how students learn and how teachers teach. What is most important? What is the theoretical and/or research base for your philosophy? How does your philosophy reflect best practices in education? Your philosophy should show who you are and how you will teach. You may base it on early philosophies you wrote in your beginning education courses but it also should show your growth in thinking since then. This document should be at least one full page in length, single spaced (or two pages double spaced), with 11-12 font and one-inch margins.

5. Kentucky Teacher Standards
   Evaluation of student teachers at KSU is based upon your demonstration of competency along each of the ten Kentucky Teacher Standards. Organize this section of your electronic portfolio into ten subsections, one for each Standard. Introduce each subsection with the Standard and all its indicators and then provide one (1) to two (2) artifacts that demonstrate your knowledge and skills for each Standard. There should be no need for you to create new documents for Standard 1 through Standard 9; evidence of your knowledge and skills along these standards should be available in the course assignments you have completed and saved, as part of your ongoing electronic portfolio. If you have not completed an assignment that addresses Standard 10 (Leadership), provide evidence that you have recognized a problem and initiated a solution in a setting of your choice.
KSU School of Education Supervised Teaching Applicant Data and Agreements

Full name:

Student ID #
Social Security #

Local address:

Permanent address:

Home telephone:
Other telephone:

KSU e-mail address:

Telephone # of someone who always will be able to reach you: Academic area of teacher certification:

Grade level of teacher certification sought: Praxis II exam names, numbers, dates, and scores:

Agreements

I understand that the Teacher Education Committee (TEC) has the authority to support or deny my admission to Supervised Teaching, based on my application and performance, and to withdraw me from Supervised Teaching if I do not attain or maintain the required standards for admission and continuation.

I authorize the Coordinator of Supervised Teaching to review my grades, Praxis II scores, medical exam, criminal history, and electronic portfolio and to report and discuss relevant information concerning me with the Teacher Education Committee. I understand that information discussed in TEC meetings is confidential. It is my responsibility to notify the Coordinator of Supervised Teaching, in writing, of any exceptions to this authorization.

I understand that I am expected to follow the public school district calendar and all district policies, during Supervised Teaching, unless otherwise instructed. It is anticipated that Supervised Teaching in spring or fall will begin on the district's first teacher day. This date may be prior to the first day of KSU classes. The last day for Supervised Teaching is anticipated to be the last day of classes for KSU seniors.

I understand that, if I want to live in KSU housing during Supervised Teaching, I must inform the Coordinator of Supervised Teaching so that my name can be forwarded to the KSU Housing Department, in anticipation of my request. I am responsible for contacting the Housing Department myself, to make final arrangements for my housing. Residence halls usually open a week before KSU classes begin.

Applicant Signature ___________________________ Date __________

9/6/12
Kentucky State University School of Education Student Teacher Medical Exam

Birth Date: _____________________

Exam Date: ___________________   Name: _________________________________

Medial History (Completed in advance by student teacher applicant)

Please explain any medical and psychological history that could impede your ability to participate fully in student teaching:

Accidents/injuries: Major surgeries: Pertinent family history (parents & siblings):

Medications:

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Physical Examination (Completed by Health Care Provider)

General health:

height: weight: blood pressure: pulse:

eyes/vision nervous system digestive system
ears/hearing circulatory system musculoskeletal system
dental respiratory system endocrine system

Tuberculin skin test or x-ray: date administered ______ date read: ______ results: ______

I certify that I have examined this individual and find him/her free of any medical problem or communicable disease that could interfere with his/her performing the duties of student teaching except as follows:

_______________________________________________ ________________________________ _________________
Printed Name          Signature      Date:

5/16/2010 –Application to Undergraduate Student Teaching