

AQUINAS COLLEGE

School of Education

Student Teaching Internship Application Information & Instructions

Deadline for Application Submission

- **Fall Student Teaching** – Applications will be accepted until **December 1st** of the year prior to the fall semester you intend to student teach.
- **Spring Student Teaching** – Applications will be accepted until **May 1st** of the year prior to the spring semester you intend to student teach.
- **Note:** If the 1st of the month falls on a weekend or holiday, the deadline shifts to the next business day.
- **Late Applications:** applications received after the deadline may be assessed a **\$150.00** late fee.

Audit and Approval Process

Audit: Before a teacher candidate can be approved for the student teaching internship, their academic record must be audited to ensure that all program and certification requirements have been met. When the completed application is received, an audit will be initiated. Applications are not complete until all required elements are received, including documents and coursework. All coursework must be completed prior to the semester of the student teaching internship. Missing coursework and grades of incomplete or no credit (NC) will result in a delay or denial of the application. If the teacher candidate has outstanding course requirements, a plan must be put in place and communicated to the School of Education in writing before the application can be approved. If any documents are missing or unclear, they must be received before the application can be approved. Teacher candidates will be notified by email from the School of Education office if any required elements seem to be missing so they can respond.

Approval: Once the audit determines that all program and certification requirements have been met, the application will be presented to the School of Education faculty for final approval. Teacher candidates will be notified of their application approval via email from the Director of the Student Teaching Internship. Teacher candidates should regularly monitor their Aquinas email account for messages regarding concerns, missing information, or application approval.

Placement Policy

The Michigan Department of Education has specific guidelines regarding the placement of teacher candidates during the student teaching internship semester. Aquinas College carefully adheres to those guidelines, including the professional credentials of the mentor teacher and the number and diversity of placements of clinical hours on the candidate's clinical experience

record. Therefore, teacher candidates should **not** make arrangements for their own placement. If the candidate would like to discuss options or opportunities that present themselves, they should contact the Director of the Student Teaching Internship directly. Under no circumstances should the teacher candidate contact a school principal or classroom teacher to request a placement. All placements are to be arranged by the Director of the Student Teaching Internship. Placements commence after the application is approved. Students will be notified by the Director of the Student Teaching Internship when a placement has been made.

Distance Placement Informations

A distance placement refers to any school that is more than 25 miles from the Aquinas College campus. Students may request a distance placement using the application form. Although the Director of the Student Teaching Internship cannot guarantee that the distance placement is possible, they will make every effort to honor the request. Because of the extra distance required to travel to the school and back, a mileage fee will be accessed to cover the additional travel expenses for each in-person visit.

Application Form

A link to the application will be emailed to the teacher candidate who must provide all requested information. If they are unsure of what is being requested, reach out to the School of Education's Certification Officer by email schoolofed@aquinas.edu, calling 616-632-2800, or stopping into the School of Education's main office (AB260) during normal business hours.

Required Documents to be uploaded with the application:

Resume: Provide a professional resume that articulates career aspirations and documents academic and professional experiences. Include any extra-curricular activities and leadership positions. It is strongly recommended that applicants contact the [AQ Advantage Center](#) located in AB 113 & AB 115 or by calling 616-632-2126 for assistance in the construction and review of their professional resume before it is uploaded with your application. The quality of a professional resume will impact a candidate's placement. Most school principals and classroom teachers require the candidate's resume and a personal interview before accepting the candidate's placement in their school.

Statement of Purpose: This statement should explain why you have chosen to pursue a career as a teacher. This should be well organized, concise, and completely free of grammar, punctuation, and spelling errors. This paper should be limited to one page, with three paragraphs. Be sure to include your name in the upper right-hand corner of the page.

- The first paragraph should address how you became interested in teaching.
- The second paragraph should address the activities or experiences you've had that have contributed to your preparation for classroom teaching.
- The final paragraph should address your intended contribution to the field of education.

It is strongly recommended that applicants contact the [AQ Writing Center](#) located in JLH 139 or by email at thewritingcenter@aquinas.edu for assistance in the construction and review of their professional personal statement before it is uploaded with your application.

If there are any questions regarding the Student Teaching Internship application, required documents, or this information and instructions, contact the Certification Officer in the School of Education at schoolofed@aquinas.edu or call 616-632-2800, or stop by the School of Education's main office (AB260) during normal business hours.