

**AQUINAS COLLEGE SCHOOL OF EDUCATION  
DIRECTED STUDENT TEACHING APPLICATION PACKET  
Spring Semester's  
Undergraduate or Continuing Education Students**

**IMPORTANT DATES:**

Deadline for Application ..... June 30th, by 4:00 p.m.  
(If the 30th falls on a weekend or holiday, the deadline is the next business day by 4:00 p.m.)

Deadline for Late Application (\$150 late fee) ..... July 30th, by 4:00 p.m.  
**ALL late applications (received after the initial deadline) will be assessed a \$150 fee, payable at that time.**

Official notification letters mailed to applicants ..... After September 1st  
Placement Requests Started ..... By November 1st,

**Mandatory** Orientation Seminar (select one) ..... TBA (Nov/Dec)

**APPLICATION CHECKLIST:**

1. Use the below as a checklist for submitting the Student Teaching Application to the School of Education by the June 30, deadline listed above.
  - \_\_\_\_\_ Application has been submitted using the Student Teaching google form
  - \_\_\_\_\_ Portfolio link, including the placement tracking sheet was included in the application
  - \_\_\_\_\_ Resume has been dropped off or emailed to schoolofed@aquinas.edu
  - \_\_\_\_\_ Statement of Purpose (one page) has been dropped off or emailed to schoolofed@aquinas.edu
  - \_\_\_\_\_ Application for Degree has been dropped off or emailed to [schoolofed@aquinas.edu](mailto:schoolofed@aquinas.edu)

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The instructions and the Student Teaching Application form are available online at <http://www.aquinas.edu/education/forms.html>. If you any have any questions regarding this process and the required paperwork, call and ask to speak with certification officer in the School of Education: **616 632-2800 via email schoolofed@aquinas.edu**

## Directed Student Teaching Application Process

**Audit and Approval Process:**

Once the application deadline has passed, completed applications will be audited by the School of Education for approval. Student teaching applications will not be considered complete until a final audited copy of the Application for Degree is submitted to the School of Education. Grades of "Incomplete" or "No Credit" will result in an automatic denial.

Students should regularly monitor their **AQ email accounts** and voicemail for messages from the School of Education for questions or concerns regarding audit information. No student will be approved until all application requirements have been met and all forms are submitted correctly. Students will be notified of their application status by Email.

### **Placement Policy:**

Students are **NOT** allowed to make arrangements for their placement in advance – doing so will put your approval and placement at risk. **ALL** placements are to be arranged by the Director of Field Placement. Placements for applicants will commence after the audit of their application is complete and approved by the School of Education. Students will be notified when their placement has been made.

## **Instructions for the Application to Directed Student Teaching**

Use the application checklist found on the front page of these instructions to ensure you've completed everything needed, before submitting the packet to the School of Education for consideration to the Student Teaching candidacy.

### **1. Application form**

Remember to choose the category appropriate for your certification level (elementary or secondary). ***If you have***  
***A K - 12 major and are unsure of your certification level, please contact your advisor in the School of Education.***

Depending on the information requested, either click on the down arrow to make your choice or click within the shaded areas and begin typing your information. Press the “Tab” key on your keyboard to move from one “fill-in” area to the next. This form is loaded with “drop-down” menus referencing, majors and minors. Simply click on the arrows and choose the appropriate information. When you've completed the information, be sure to click the submit button.

**PLEASE NOTE:** It is important to select the correct major(s) and minor(s) from the drop-down lists. There are some areas which are very similar, but refer to different areas of certification. **If you are unsure of your major(s) or minor(s), contact your advisor in the School of Education for help.** Also, please note the two-letter codes in parentheses which follow each area. These are the endorsement codes that the Michigan Department of Education has assigned to each area. **It is important for you to be aware of the codes for the endorsements you will be earning.** These certification codes will often appear in job postings and school administrators will often ask which codes you will be receiving. We suggest that you include these codes on your resume as well.

### **2. Placement Information**

You must input your 1<sup>st</sup> and 2<sup>nd</sup> choice for your placement, this will be used to assist in your student teaching placement. You must include the link to your portfolio when asked on the Student Teaching Application form.

Students are **NOT** allowed to make arrangements for their placement in advance – doing so will put your approval and placement at risk. **ALL** placements are to be arranged by the Director of Field Placement. Placements for applicants will commence after the audit of their application is complete and approved by the School of Education. Students will be notified when their placement has been made. Please fill in all data requested.

### 3. 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 is 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 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.

### 4. Resume

This **professional** resume should articulate your career aspirations and should document your academic and professional experiences. Be sure to include any extra-curricular activities and leadership positions. It is **strongly** recommended that student teacher applicants contact the Advantage Center at 616 632-2126, for assistance in construction and review of their resume, before including it in the student teaching application packet. This does have an impact on placement. Many schools are requiring a personal interview before accepting your placement.

### 5. Candidate Final Plans

Use this section to indicate your plans for completing any outstanding, required courses at another institution. Specify where and when this will occur (i.e. institution, dates and times offered). Also use this section to document when you have taken (or will be taking) the Michigan Teacher Test for Certification (MTTC), which is required for certification.

**IMPORTANT NOTE:** Your final certification cannot be processed until the School of Education receives notice of your passing scores on all required MTTC test(s). It takes approximately four weeks for the School of Education to receive your test scores after the test date. Plan your test dates accordingly so you do not delay your certification or job prospects!

**\* All foreign language endorsements must also take and pass the OPI exam with a minimum score of advanced low.**

### 6. Application for Degree Candidacy form (submitted for processing to the School of Education). *REQUIRED for all students earning a Bachelor's Degree from Aquinas College.*

If you have not already done so, you must complete this form **immediately** and submit it to the School of Education to complete their audit, once this has been completed it will be sent to the Registrar's Office for the final audit. **This process takes time and cannot be done on demand in the Advising/Registrar's office.**

It is your responsibility to initiate this process of applying for degree. These forms are available online at <https://www.aquinas.edu/registrar/registrar-forms> or in the Registrar's Office.

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If you have any questions regarding this process and the required paperwork, call and ask to speak with the certification officer in the School of Education: **616-632-2800** or by email [schoolofed@aquinas.edu](mailto:schoolofed@aquinas.edu)