



**BALL STATE  
UNIVERSITY**

**Office of Teacher Education  
Services and Clinical Practice**

# Student Teaching Step-by-Step Application Guide

From Application Submission to Starting Day One



Step #1



Step#2



Step#3



Step#4



Step#5

**Designed for Future Student Teachers at Ball State**

Office of Teacher Education Services & Clinical Practice  
2022-23

# Congratulations!

You've studied and worked hard. You've completed coursework and taken countless tests, and you are looking forward to achieving your dream... stepping into your own classroom! BEFORE starting Day One, there are requirements you need to accomplish to ensure you are informed, prepared, and ready to go for a successful start. We've designed this **Step-by-Step Guide** to help you get to the next big event- STUDENT TEACHING!



## Step #1- Attend a Virtual or On-Campus Student Teaching Application Meeting

The first step in the process toward becoming a student teacher at Ball State University is to attend one of several Student Teaching Application Meetings that are held around campus. We publicize the dates and times for these meetings by posting fliers around campus, sending emails to faculty, and we even take out an ad in the newspaper! If you have any questions, you can always contact us at [otes@bsu.edu](mailto:otes@bsu.edu) or stop by and visit us in TC205. We're happy to help. **IMPORTANT:** While anyone may attend, you can ONLY apply to student teach if you have fully completed Decision Point 1, also referred to as "Admission to the Teacher Preparation Program." If you are unsure, contact your advisor and reference Degree Works for more information.

- At the meeting, you will be introduced to the staff of our office, learn more about the application process, learn about possible placements for student teaching (both here in Indiana and in other locations), and ask any questions you may have about your specific situation. Virtual options allow for questions in a subsequent opportunity.
- You will also see a vital demonstration of how to complete the application itself and receive hints and tips so that potential schools will be impressed with your responses! In addition, you will find out how to get help with the construction of your answers so that your application stands out from the crowd!
- If you are considering completing your student teaching in Germany; Quantico, VA; Aldine, Texas; through Grow Your Own (GYO); Transition to Teaching (T2T) or one of several other opportunities, you will learn about the informational meetings designed to help you make an informed decision.

\*\*Before this step is considered complete, you will need to sign and submit some important documents that we must have to begin processing your application for student teaching.



## Step #2- Attend Student Teaching ORIENTATION

**One semester prior to the start of your student teaching placement** you will attend a Student Teaching Orientation. At that time, you will receive an update of your official placement. This meeting is designed to help you become familiar with the policies, procedures, assessments, and mindset of student teaching. You will learn about the requirements of student teaching, how to get started on the right foot, and the training you must complete before you begin your placement. Orientation occurs one semester prior to your placement, and students are notified via email during that semester. For example, if you plan to student teach in the spring 2024, your orientation will occur in the fall 2023 semester.

As a result of our time together you will:

- Better understand the assignments, assessments, and requirements during student teaching, including edTPA.
- Understand what online training you must complete before your student teaching assignment begins. For example, all student teachers must complete the Bloodborne Pathogen training online.
- Understand the importance of the “support triad.” Understanding the roles of your future mentor teacher, your university supervisor, and your role as a student teacher as critical to success in student teaching.
- Better understand the policies and procedures that govern student teaching, including your rights as a student and how to navigate through challenging situations.
- Understand what interaction is required and permissible with your school prior to the start of day one. While two visits with your teacher are required, some students choose to volunteer in the classroom to be better prepared.



### **Step #3- Review the Digital Student Teaching Orientation Files and attend Open Training Sessions**

Between the end of orientation and the beginning of your student teaching placement, there are materials you must review, and there are open Zoom sessions that dive into student teaching details for your benefit. Examples include, edTPA, creating good communication with your mentor teacher, and understanding the co-teaching model. You will receive directions on how to view these digital materials during orientation and in the months leading up to your start.



### **Step #4- Attend an Introduction to Student Teaching Workshop with Your Mentor Teacher and/or Complete Two Visits to the Classroom.**

Student teachers are required to visit for two full days with their teacher in the classroom. Directions are provided during orientation on how to structure this visit. However, in lieu of one of those visits, a student teacher can attend a workshop with their mentor teacher.

Each semester and over the summer we offer several *Introduction to Student Teaching Workshops* designed for you and your mentor teacher to attend together and begin building the bridges of positive communication that will help to make for a successful student teaching experience. These workshops are offered in a variety of locations in central Indiana and at a variety of times to

accommodate various schedules. Workshops in the summer are typically held between 11AM-2PM Eastern Time. Workshops during the academic year are traditionally held between 4PM-6PM Eastern Time to accommodate teacher schedules. Since you are required to meet with your mentor teacher twice prior to beginning your placement, this workshop counts as one of those meetings.

- During the workshop, you and your mentor teacher will gain a foundational understanding of the requirements of student teaching.
- You will engage in large and small group discussions designed to improve communication and learn how to implement the seven co-teaching strategies. Adopted by Ball State, these seven strategies are a research-based model of student teaching implemented to increase your ability to succeed and better help the P-12 learners in your classroom.
- We encourage you and your mentor teacher to attend together so that you can get to know one another and discuss edTPA requirements, as well as other curricular goals for your time together.



### **Step #5- BEGIN STUDENT TEACHING!**

**Congratulations!** You are now prepared to start day one in your student teaching assignment. Your start date will begin with your school schedule, not that of Ball State. Your university supervisor, the individual in charge of your student teaching course, is assigned the month prior to your start. This is your experience, and you will get out of it, what you put into it. Cherish it and enjoy it, as it will serve you well for the rest of your educational career.

**COVID-19** During the 2020-21 academic year, OTES-CP made several arrangements to digitize all steps in this document and conduct them online. The same will be true of 2022-23, with a digital/remote option for most activities. However, for the 2022-23 academic year, we have been approved to reintroduce onsite sessions. In addition to digital documents and webinars, we encourage faculty to invite us into their onsite and virtual classrooms for a more in-depth look at student teaching and how to apply.