

Student Teaching Step-by-Step Application Guide

From Application Submission to Starting Day One



Step #1



Step#2



Step#3



Step#4



Step#5



Step#6

Designed for Future Student Teachers @ BSU

Office of Teacher Education Services & Clinical Practice

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 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 an OTES-CP 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 students, and we even take out an ad in the newspaper! If you have any questions, you can always contact us at 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 2.

- 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 question you may have about your specific situation.
- You will also see a vital demonstration of how to complete the application itself within a program called Tk20 and receive hints and tips so that potential schools will be impressed with your responses! In addition, you find out how to get help writing your Philosophy of Education so that your application stands out from the crowd!
- During the meeting, you will also meet a representative from the Ball State University Career Center who will highlight upcoming mandatory Professionalism Workshops designed to help you gain some critical information that will help you SUCCEED in your student teaching interview.
- If you are considering completing your student teaching in Germany, Aldine Texas, or one of several other overseas opportunities, you will learn about the informational meetings designed to help you make an informed decision.

**Before you leave the meeting, you will sign & submit an important document, which we must have in order to begin processing your application for student teaching.



Step #2- Attend a Career Center Interview Preparation Workshop

Once your student teaching application is completed and submitted, we will expect to see you at one of the workshops that we co-present with our partners in the Career Center. We encourage EVERY school to interview you before they accept you as a student teacher in their building, so it is likely that you will go through a short teacher interview. This creates purpose, intentionality, and a solid beginning to a professional relationship. The Career Center and OTES-CP pair together to help prepare you for this eventual interview. Dates and times will be advertised for these workshops during the student teaching application meetings.

- In order to help you be prepared and successful, we will provide you with hints, tips, and solid evidence about planning for these interviews.
- You will learn which questions principals may ask and begin preparing your answers. You will also watch a mock interview and learn how to break down questions to get at the heart of what is being asked.
- Finally, you will learn all about presenting yourself as a professional from here on out for the rest of your educational career.



Step #3- Attend Student Teaching ORIENTATION

One semester prior to the start of your student teaching placement you will attend a Student Teaching Orientation. 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 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 2019, your orientation will occur on-campus in the fall 2018 semester.

As a result of our time together you will:

- Better understand the assignments and requirements during student teaching and how to completing the Demographics Assignment, which is due within the first 2 weeks of your start.
- What online training is needing completion before your student teaching assignment begins. For example, all student teachers must complete online Bloodborne Pathogen Training.
- Understand the important of the triad. Understanding the roles of your future mentor teacher, your university supervisor, and your role as a student teacher is critical to success in student teaching.
- You will better understand the policies & procedures that govern student teaching, including your rights as a student and how to navigate through challenging situations.
- Finally, you will 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 in order to be better prepared.



Step #4- Review the Student Teacher Preparation Power Point

Between the end of orientation and the beginning of your student teaching placement, there is a power point, which you must review. The power point is online and is essentially what you hear during

orientation. You will receive directions on how to view it during orientation and understand how to submit your name verifying your participation.



Step #5- 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 mentor teacher in the classroom prior to the first day of student teaching. Directions are provided during orientation on how to structure these visits. However, in lieu of one of those visits, a student teacher can attend an optional 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. The goal is to come together and begin building the bridges of positive communication, which will help to make for a positive student teaching experience. These workshops are offered in a variety of locations across central Indiana and at a variety of times to accommodate various schedules. Workshops in the summer are typically held 11AM-2PM Eastern Time. Workshops during the academic year are traditionally held 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 7 co-teaching strategies. Adopted by BSU, these 7 strategies are a researched backed model of student teaching, which will not only help you become a great student teacher, but also has shown to better help your future P-12 learners.
- We encourage you and your mentor teacher to attend together so that you can get to know one another, discuss L.A.M.P. requirements and other curricular goals for your time together.



Step #6- BEGIN STUDENT TEACHING!!

Congratulations! You are now prepared to start day one in your student teaching assignment. Remember, this is your experience and you will receive 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.