

## Student Teaching/Field Experience Placement Request Form and Information

**\*\* Please follow these instructions to request a student teaching placement or a 308/608 field experience placement. \*\***

### Student Teaching Request Deadlines:

Fall Placement: by March 1<sup>st</sup>

Spring Placement: by August 15<sup>th</sup>

### What you need in order to complete request form:

- Student ID number (9 digit number; typically starts with 301)
- MBU login information
- Education Advisor's name
- School division and school names where you would like to be placed (within a 50 mile radius from one of the Regional Centers)
- If you are requesting to complete your student teaching while employed, you need to provide the name of your school division, school, principal, your position/title at school, and your mentor teacher's name (if applicable)

### Registration:

The Field Placement Coordinator will register you for student teaching and seminar by the end of add/drop week. MAT students will also be registered for reflective synthesis. You and your advisor will receive an email stating you have been registered once processed

**Start/End Dates:** Student teaching shall officially begin no earlier than the start date of the residential undergraduate semester each fall and spring. All students are encouraged to attend workdays (for fall) and visit prior to your placement beginning.

### Placement Reminders:

- We do not guarantee placements in your preferred school divisions, school, or with your preferred teacher.
- Mary Baldwin University works closely with local school divisions to secure appropriate placements for your student teaching placement. Do not make your own arrangements for your student teaching placement. You will be notified via email as soon as a placement is secured. We appreciate your patience.
- Remember that placements, once assigned, are not negotiable. Plan carefully.
- Background Checks: many school systems now require a health and criminal background check. Comply with these requirements as soon as you are notified so that the beginning of your placement will not be delayed. **Mary Baldwin does not cover the costs of background checks, fingerprinting, or TB testing for any school division.**
- The Field Placement Coordinator will be in touch with your advisor about your student teaching request. **Your advisor will make me aware of anything that you must complete in order to be eligible to student teach. They will also notify you of these outstanding requirements. If you do not fulfill all requirements by a given date then you will have to postpone your student teaching a semester.**
- You should not be placed at a school in which your child attends UNLESS the school division allows this to occur. Please note the school and grade level(s) your child/ren are in on your request form.

- **You cannot take personal leave during your student teaching placement or request a different start date due to personal reasons.** For example, you cannot request leave for a wedding, honeymoon, maternity leave, family vacation, etc. Plan accordingly.

**Residential/Online & Adult and PBTL Students only:** (This does not apply to Graduate Students) You **MUST** be accepted into the Education Program (conditionally or fully admitted) in order to apply to student teach. **If you are not accepted into the EP by the deadline for submission (March 1<sup>st</sup> for fall placements and August 15<sup>th</sup> for spring placements) then your student teaching request may be denied.** The only exception is if you are waiting on your passing test scores or for your application to be processed in order to be accepted into the Education Program. If you have questions about your status, please contact Pari Paluszak and/or your advisor immediately.

**ALL STUDENTS - Candidacy requirements** – if you were admitted to the Education Program **after May 15, 2017** then you will also have to meet the candidacy requirements in order to be eligible to student teach. Please contact your advisor to ensure you understand what this requirement includes.

**Link:** \*\*You cannot save your request and complete it at another time so make sure you have gathered the necessary information stated above. Once the request is submitted you cannot make changes yourself. You will have to contact Pari Paluszak if you need to make a change. \*\*

**Please copy and paste this link into your web browser.**

[https://docs.google.com/forms/d/e/1FAIpQLScWJ694IRxnXp0JAMFa61AHpLVFaA2A2imY280nl7xnKilj2g/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScWJ694IRxnXp0JAMFa61AHpLVFaA2A2imY280nl7xnKilj2g/viewform?usp=sf_link)

**Introduction letter/email:** Within **SEVEN (7) days** of receiving your student teaching placement via email, please contact your cooperating teacher and provide the following basic information about yourself. You will be reminded of this requirement when you receive your student teaching placement.

1. Why you want to become a teacher
2. What your experience has been (practicum locations including school/grade or subject and any other experiences you have working with students/children)
3. Your contact information
4. Request a time to meet, providing a few dates and times to your cooperating teacher
5. Anything else you feel is relevant

If you have any questions please feel free to contact me at any time.

Sincerely,

Jennifer Hackley

Field Placement Coordinator  
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540-887-7186