APPLICATION FOR MTEP STUDENT TEACHING

SPRING 2016

Student Teaching is part of a professional semester taken during the Spring of the senior year. During this semester the student spends the majority of the semester in an actual full-time teaching assignment. All students provide their own transportation during Student Teaching. Students admitted to the MTEP are monitored by the faculty in the School of Music to assure that they have at least a 2.5 GPA, have competence in basic writing, speaking, and reading skills, and can successfully perform in a public school classroom.

Student teaching must be conducted through DePauw University, with placement and supervision carried out by DPU music education faculty members. Student teaching placement must be within a 75-mile radius of the DePauw campus.

REQUIREMENTS

Application for Student Teaching is made through the School of Music. Applications should be made a full year in advance of the semester during which a student plans to teach. No student is permitted to enroll in Student Teaching without first being admitted to the Music Teacher Education Program. Students should prepare application materials with great care. These materials are read by public school professionals (superintendents, principals, cooperating teachers); therefore, approval for placement is largely determined by the quality and appropriateness of the application materials.

Enrollment in student teaching is subject to the approval of the music education faculty and the Teacher Education Committee. No student may enroll in Student Teaching without a minimum 2.5 cumulative GPA. The student must have received a C average or better in all professional education courses completed. The expected enrollment for Student Teaching is for three full course credits—two course credits for the student teaching experience and one course credit for senior seminar. No other courses (including applied music lessons) should be scheduled during the Student Teaching semester.

Student teaching placements are made in approved schools with qualified supervising teachers who have had at least ten years teaching experience, five of which are at their current teaching level (high school, middle school, elementary school). Cooperating teachers should be educators with whom student teaching candidates have not previously worked (past high school director, field experience, summer teaching or coaching, Extended Studies internship, etc.). Future music educators will benefit from experiencing a variety and breadth of current professional music teachers.

Student teachers will be paired with one cooperating teacher, who must be a full-time teaching faculty member in their respective school district. The geographical area of placement is determined by subject area taught and individual needs in conjunction with, and the approval of, the music education faculty. MTEP student teacher applicants MUST visit and observe at least their 1st and 2nd choices of cooperating teachers before obtaining a signature on their Student Teaching Preference Form from their music education advisor.

Student Teaching is a full-time commitment and critical to future career development. Students must adhere to the school calendars where they are placed for Student Teaching and should not take on campus responsibilities that could interfere with their effectiveness. Possible travel/touring with School of Music performing ensembles during the student teaching semester must be addressed in consultation with the music education faculty, not with prospective cooperating teacher.
MTEP Student Teaching Placement Packet

This MTEP Student Teaching Preference form, as well as the following Personal Data Record, should be returned to Sheree Custis in the School of Music office. The following information is provided for you to plan your student teaching packet. Student teaching must be conducted through DePauw University, with placement and supervision carried out by the faculty members of the School of Music. Student teaching placement must be within a 75-mile radius of the DePauw University campus.

MTEP STUDENT TEACHING PREFERENCE FORM
MUSIC EDUCATION

Name_____________________________________E-Mail____________________________________
Campus Address ________________________________ Telephone (room)__________________ (cell)_________________
CHECK ONE:   _____Instrumental     _____Choral     _____Elementary General Music

NOTE:  You MUST be admitted to the Music Teacher Education Program and have ALL paperwork completed, including an official transcript before this preference form is to be processed.

Grade/Content Preferred School Preferred School Address Cooperating Teacher
1st choice__________ ____________ ____________ (name)________________________
                          ______________ (e-mail)________________________
2nd choice__________ ____________ ____________ (name)________________________
                          ______________ (e-mail)________________________
3rd choice__________ ____________ ____________ (name)________________________
                          ______________ (e-mail)________________________

Semester and Year   SPRING 2016

WE WILL MAKE EVERY ATTEMPT TO HONOR YOUR PLACEMENT PREFERENCE BUT WE CANNOT GUARANTEE IT.

NOTE: YOU NEED TO PROVIDE TRANSPORTATION DURING THE PROFESSIONAL SEMESTER.

If you will be student teaching off campus, please be sure we have the phone number and address where you will be staying as soon as it becomes available.

Preference Form choices for student teaching placement MUST be approved by your music education advisor.

SIGNED_________________________________   __________________________________
APPLICANT MUSIC EDUCATION ADVISOR

Please print and return this form to Sheree Custis, Music Office, School of Music, 1124 GCPA.
If you are NOT admitted to the Music Teacher Education Program, please see a music education faculty member before proceeding with this packet. Student teaching applications will NOT be processed until admission to the program is completed.

Many school administrators request academic transcripts prior to placing student teachers in their schools. Please fill out the form on the last page of this packet, print it, and TAKE IT TO THE REGISTRAR’S OFFICE. Return your completed preference form and your completed personal data record to Sheree Custis in the School of Music, 1124 GCPA.

You are urged to give careful consideration (please check spelling and grammar, it should be professional) to each portion of this form. It is required to attach a photo to the first page of your placement packet. Please choose a photo that is as professional as possible. Remember that these materials will be reviewed by school corporation officials (Director of Human Resources, Superintendent, Building Principal, Co-operating Teacher), as well as your college supervisor and the music education faculty.

So that your placement file will look professional, COMPLETE THIS TEMPLATE CAREFULLY AND PRINT ON A HIGH QUALITY PRINTER. The information contained in this document will be treated in a strictly confidential manner.

Along with the placement information, you must submit your Portfolio (Checkpoint #2) as part of the Student Teaching application process. If you need further information about the portfolio requirements, download a Music Education Checkpoints information sheet from the Music Education web site, or from Sheree Custis in the Music Office.
Directions for completing the **MTEP Student Teaching** Placement Packet

1. Print a hard copy of this entire document before you begin entering information. Use this copy as a rough draft/planning document.

2. You may complete the preference form and the transcript request by hand – it is for DePauw’s purposes only.

3. As you can see from your hard copy, a “Sample Data Placement Line” has been provided from each section to visually guide the placement of your entries under each heading. DELETE these “Sample Data Placement Lines” before you print your document out. The placement of your information does not have to match the length of the sample lines exactly, but the placement format should be attractive and easy to read.

4. The number of entries you choose to record in each section of the placement document is at your discretion. The essay statements can take multiple pages.

5. If you do not have relevant information to record in one or more of the sections, you should record “Not Applicable.” Do not delete any part of this document.

6. Forced Page codes have been placed at the end of certain pages in this document which will create a page break whether the page is full of text or not. This occurs after the title and personal information page, and before the essay pages. Do not remove these codes. The remaining pages are free to expand or contract in order for you to present your personal information in a manner that is visually attractive. Do not separate information from the section heading that describes it when going to a new page.


8. Scan a picture of yourself and place it on the title page. This should be a professional-looking headshot—your application will be evaluated by public school administrators.


In addition, TWO important requirements should also be fulfilled:

- Complete a **Limited Criminal Background Check** through the Indiana State Police before submitting your application to student teach. School systems will not process your student teaching application without verification of this check. Information is listed below. Forms on how to complete a **Limited Criminal Background Check** are also available on the Music Education web site and at the School of Music office.

  1. **In person**: Indiana State Police, Central Repository, 100 N. Senate Ave., Room N302, Indianapolis, IN 46201 (Cost is $7)

  2. **By mail**: Send Indiana State Form 8053 with a money order made payable to the State of Indiana for $7. Go to [http://www.in.gov/ai/appfiles/isp-lch/LCH_4-12_Approved_Form.pdf](http://www.in.gov/ai/appfiles/isp-lch/LCH_4-12_Approved_Form.pdf) to locate downloadable form, along with information for submitting it.

  3. **Online**: [http://www.in.gov/ai/appfiles/isp-lch/](http://www.in.gov/ai/appfiles/isp-lch/). This is more costly at $16.32, however, up to five reports may be ordered and printed immediately.

  NOTE: on page 3, “Reason For Request”

  “#2 Applicant has applied for a license and criminal history data is required by law to be provided in connection with the license. Set out authority:” Use the following code in the boxes provided: IC 20-6.1-3-7.1

- Complete an American Heart Association-approved certification course in **CPR/Heimlich Maneuver** and **Suicide Prevention and Intervention Training Certification** by the end of the semester before you plan to student teach.
DEPAUW UNIVERSITY MTEP STUDENT TEACHING PLACEMENT
PERSONAL DATA RECORD OF:

[Name]

Photo

Expected Date of Graduation
PERSONAL INFORMATION

Name __________________
Campus Address ___________________________ Phone ________________
Permanent Address _____________________________________________________________
EDUCATION

Secondary Schools Attended:

<table>
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<tr>
<th>INSTITUTION</th>
<th>CITY/STATE</th>
<th>DATES ATTENDED</th>
</tr>
</thead>
</table>

Sample Data Placement Line
Colleges or Universities Attended:

<table>
<thead>
<tr>
<th>INSTITUTION</th>
<th>CITY/STATE</th>
<th>DATES ATTENDED</th>
</tr>
</thead>
</table>

Sample Data Placement Line
TEACHING AND/OR FIELD EXPERIENCE (please include the following information)

Name and Location of School
Grade/Subject/Teacher
DePauw
- Semester of School
Course
Year

Sample Data Placement Line
WORK EXPERIENCE OTHER THAN TEACHING

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<th>Name and Location of Employer</th>
<th>Kind of Business</th>
<th>Date</th>
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<tbody>
<tr>
<td>Sample Data Placement Line</td>
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</tr>
<tr>
<td>Name and Location of Experience</td>
<td>Service Provided</td>
<td>Date</td>
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<tr>
<td>Sample Data Placement Line</td>
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<td></td>
</tr>
<tr>
<td>Location</td>
<td>Date</td>
<td>Experiences Helpful for Classroom Integration</td>
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</tr>
<tr>
<td>Sample Data Placement Line</td>
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# EXTRACURRICULAR ACTIVITIES

<table>
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<tbody>
<tr>
<td>Sample Date Placement Line</td>
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</tr>
<tr>
<td>Description of Award or Honor</td>
<td>Date</td>
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<tr>
<td>Sample Data Placement Line</td>
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</tbody>
</table>
HOBBIES AND INTERESTS

Sample Data Placement Line
I CHOSE MUSIC EDUCATION AS A MAJOR AT DEPAUW BECAUSE:
PLEASE PROVIDE A BRIEF STORY OF YOUR LIFE, TELLING WHAT INFLUENCES HAVE HAD THE MOST TO DO WITH YOUR DEVELOPMENT; WHAT EXPERIENCES HAVE BEEN MOST WORTHWHILE TO YOU; WHAT SPECIAL ABILITIES AND INTERESTS CHARACTERIZE YOU AS AN INDIVIDUAL:
TAKE THIS FORM TO THE REGISTRAR’S OFFICE IN THE ADMINISTRATION BUILDING.

Name _____________________________________________

I authorize an official transcript be sent to Sheree Custis, School of Music, 1124 GCPA. Please include on the envelope that this is for **MTEP Student Teaching** placement purposes.

Signature ___________________________________  Date________________________