

# APPLICATION FOR MTEP STUDENT TEACHING

Student Teaching is part of a professional semester taken during 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 2.5 cumulative GPA. The student must have received a C average or better in all professional education courses completed. Normal enrollment for Student Teaching is for three full course credits, two course credits for student teaching experience and one course credit for senior seminar.

Student teaching placements are made in approved schools with qualified supervising teachers having at least three years of teaching experience and/or holding a master's degree. 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 1<sup>st</sup> and 2<sup>nd</sup> choices for 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. Since student teaching can be done either in the fall or spring semester of the senior year, students should choose the best time for this important experience.

# 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
1 <sup>st</sup> choice _____	_____	_____	(name) _____
			(e-mail) _____
2 <sup>nd</sup> choice _____	_____	_____	(name) _____
			(e-mail) _____
3 <sup>rd</sup> choice _____	_____	_____	(name) _____
			(e-mail) _____

Semester and Year Preferred (e.g. *Spring 2010*) \_\_\_\_\_

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.**

DEPAUW UNIVERSITY MTEP STUDENT TEACHING PLACEMENT  
PERSONAL DATA RECORD

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 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.

The Music Education staff has attempted to give you an opportunity to present information about yourself, your interests, and your plans, which will be used to enable the school to better understand you as a student preparing to teach. By this means, they hope to humanize to a greater extent their dealings with you. Read and complete the following screen/page of directions carefully.

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. It will be available only to those who have need to see it, namely: the superintendent of schools, the principal, your supervising teacher, your college supervisor and the music education faculty.

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.
7. Proofread carefully. Run spelling and grammar checks. Ask a second person to proofread your document.
8. You may scan a picture of yourself and place it on the title page, if you prefer. This should be a professional-looking photo—your application will be evaluated by public school administrators.
9. Print a laser copy of your finished document.

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.doe.in.gov/dps/licensing/checklists/criminalhistory.html> to locate downloadable form, along with information for submitting it.

3) **Online:** <http://www.in.gov/ai/appfiles/isp-lch/> This is more costly at \$16.50, 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 by the end of the semester before you plan to student teach. Some school systems expect this certification, while others do not. But, it is in your best interest to become certified in this course before student teaching.

**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:

**INSTITUTION**

**CITY/STATE**

**DATES ATTENDED**

Sample Data Placement Line

**Colleges or Universities Attended:**

**INSTITUTION**

**CITY/STATE**

**DATES ATTENDED**

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**

**Name and Location of Employer**

**Kind of Business**

**Date**

Sample Data Placement Line

## **SERVICE EXPERIENCE**

**Name and Location of Experience**

**Service Provided**

**Date**

Sample Data Placement Line

**TRAVEL EXPERIENCE**

**Location**

**Date**

**Experiences Helpful for Classroom Integration**

Sample Data Placement Line

# EXTRACURRICULAR ACTIVITIES

**Activity**

**Date**

Sample Date Placement Line

## **AWARDS AND HONORS**

**Description of Award or Honor**

**Date**

Sample Data Placement Line

# 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 \_\_\_\_\_