

AQUINAS COLLEGE

SCHOOL OF EDUCATION

Student Teaching Application Instructions

Important Dates:

Deadline for Application submission

Fall Student Teaching – November 1st, of the year prior to the fall semester you intend to student teach. Applications will be accepted until **December 1st**. **Applications received after this date are consider late and a late fee will be accessed to your student account.**

Spring Student Teaching – April 1st, of the year prior to the spring semester you intend to student teach. Applications will be accepted until **May 1st**. **Applications received after this date are consider late and a late fee will be accessed to your student account.**

If the 1st falls on a weekend or holiday, the deadline is the next business day. **All late applications will be assessed a \$150.00 fee.**

Note: ALL coursework must be completed prior to the semester of your Student Teaching Internship.

Audit and Approval Process:

Completed applications will be processed and audited once the deadline has passed. Students should regularly monitor their AQ email accounts, for messages regarding concerns or missing information as a result of the initial audit. Applications are not complete until all required documents are received. Once the audit is completed the application will be presented to the School of Education's advisor board for final review and approval. Students will be notified of their application approval via an email from the Director of Field Placement. Failure to complete all required courses, grades of incomplete, or no credit will result in a delay or denial of your student teaching.

Placement Policy:

Students ***should not*** make arrangements for their placement in advance, doing so will put your approval and placement at risk. ALL placements are to be arranged by the Director of Field Placement. Placements for applicants will commence after the audit of their application is complete and approved by the School of Education. Students will be notified by the Director of Field Placement, when their placement has been made.

Placement Information:

It is very important that you provide your 1st and 2nd choice for your placement, the Director of Field Placement will make every effort to place you in one of your two choices, however there may be unforeseen circumstances that prevent this from happening, if that is the case you will be contacted.

Please Note: If you request a distance placement outside of a 25-mile radius from Aquinas College, this will need to be approved by the School of Education, and you will be accessed a fee to cover the additional expense.

Application Form:

Please provide all information that is requested. If you are unsure of what is being requested, please reach out to the School of Education's Certification Officer by email schoolofed@aquinas.edu, calling 616-632-2800, or stopping into the School of Education's main office (AB260) during normal business hours.

Required Documents to be uploaded with the application:

Resume:

Provide a professional resume that articulates your career aspirations, and documents your academic and professional experiences. Include any extra-curricular activities and leadership positions. It is strongly recommended that applicants contact the Advantage Center at 616-632-2126 for assistance in construction and review of the resume, before it is uploaded with your application. This does have an impact on placements. Many schools are requiring a personal interview, and request a copy of your resume before accepting your placement with them.

Statement of Purpose:

This statement should explain why you have chosen to pursue a career as a teacher. This should be well organized, concise, and completely free of grammar, punctuation, and spelling errors. This paper should be limited to one page, with three paragraphs. Be sure to include your name in the upper right-hand corner of the page.

- The first paragraph should address how you became interested in teaching.
- The second paragraph should address the activities or experiences you've had that have contributed to your preparation for classroom teaching.
- The final paragraph should address your intended contribution to the field of education.

If you have any questions regarding the Student Teaching application, required documents, or these instructions, contact the Certification Officer in the School of Education at schoolofed@aquinas.edu or call 616-632-2800, or stop by the School of Education's main office (AB260) during normal business hours.