

DRURY UNIVERSITY

Instructions for Completing the Application to Student Teach

Persons seeking to student teach must be admitted and in good standing to the Drury University teacher certification program. Approval to student teach is given by the Drury University Teacher Education Council. Prospective student teachers are required to complete and submit this application **in four sets** to the Director of Teacher Education one semester preceding the term in which they plan to student teach.

This application will become a part of your permanent record at Drury University and copies will be forwarded to both the school where you will student teach and your university supervisor. The application must be typed or neatly hand written. If you need assistance, come to the Education Department office (Lay 101) or telephone (417) 873-7272.

General Guidelines for Completing the Application to Student Teach

1. Complete the application in **four (4)** copies with a photograph of yourself attached to the **upper right hand corner** of each application.
2. Prepare a typed or computer generated copy of your autobiography and attach a copy to each of the three copies of your application. Your autobiography should be two to three (2-3) pages in length and include such suggested categories as listed below:
 - a. Family background. General family background with emphasis on your role in the family.
 - b. Work experience. Types of work (e.g. summer jobs, camp counselor, part-time or full-time employment while in school) you have done and the learning which resulted from the experiences.
 - c. Teacher aiding and practicum experiences. Provide a brief description of your teacher aiding and practicum placements and the learning experiences which occurred as a result of these field experiences.
 - d. Academic background. Discuss particular courses or classroom experiences you have enjoyed or explain why you chose your academic major.
 - e. Your personal goals. Discuss your personal goals for the future.
3. Sign the transcript release form (last page of the application forms). The transcript release form must be signed and dated before your application can be processed. If you have completed any course work from other colleges or universities after you were admitted to the Drury University teacher certification program, you must attach transcripts from those institutions to your application.

DRURY UNIVERSITY
HB1711 SECONDARY STUDENT TEACHING PLACEMENT REQUEST

Student Name _____ **Date of Application** _____

Local Address _____ **Local Telephone** _____

Permanent Address _____ Permanent Telephone _____
(If different from above) _____ Work Phone _____

Email Address _____ Cell Phone _____

What is your teaching field? _____

1. During which semester are you planning to student teach?
_____ Spring/Summer Semester _____ Summer/Fall Semester

2. Place of Employment: District _____ Building _____

Dates of Employment _____

Assignment _____

Principal _____ Supervisor _____

Summer school student teaching request:
District _____ Building _____

Dates of summer school _____

Grade level request _____

All professional education courses must be completed prior to student teaching. You are required to enroll in 4 hours of EDUC 478 Student Teaching – Secondary each placement.

ASSIGNMENT

This section is completed by the Education Department Coordinator of Field Experiences.

School Assignment _____ Grade Level _____ Subject _____

Teacher Assignment _____ University Supervisor _____

Begins _____ Ends _____

SUMMER
School Assignment _____ Grade Level _____ Subject _____

Teacher Assignment _____ University Supervisor _____

Begins _____ Ends _____

DRURY UNIVERSITY
Application for Student Teaching - Secondary

