

## DIRECTIONS FOR APPLYING TO STUDENT TEACH IN THE ACT PROGRAM

**Application to Student Teach:** Complete all parts of the application and submit all of the required documents. *Applications must be submitted to the act office via email at [act@uwosh.edu](mailto:act@uwosh.edu), no later than February 15 for fall student teaching and September 15 for spring (if the due date falls on the weekend, applications may be turned in the following Monday).* If your application is received after the deadline, it needs to be accompanied by a written statement explaining the reason for its tardiness. Please note that you will follow the calendar of the school district in which you are a student teacher and that the length of your placement will be for **a full semester in that school district.**

**Criminal Background Check (CBC):** You are required to have an additional Criminal Background Check (Wisconsin Statute 165.82). The fee for a Criminal Background Check is \$33.00 and can be purchased through [CastleBranch](#) . This fee is non-refundable. Some school districts may also require a drug test prior to field experiences in their schools. You will be notified in your placement letter if you need to arrange for drug screening and criminal background check. If so, take care of it immediately.

**TB Test:** Only one TB test is required for field experiences. If you need a TB test, Health Services at UW Oshkosh will perform it for you. If you prefer, you may make arrangements with your own health care provider. Include the results of your TB test with your Student Teaching application.

**Content assessment requirement:** You must have 3.00 GPA or higher in your content courses or submit passing scores on the PRAXIS II exam for your licensure area prior to starting student teaching. Copies of your PRAXIS II exam scores must be included with your application.

**Withdrawal:** If you decide to withdraw from student teaching, notify the ACT program immediately! The Registrar's Office at UW Oshkosh does not contact us when a student withdraws from a course, hence we will proceed with placing you in a school unless we hear from you that you need to withdraw from student teaching.

**Enrollment in Student Teaching:** The ACT office at UW Oshkosh will register all students for their student teaching courses – 10 credits. You must arrange to pay your tuition in the first week of the semester to avoid late fees. You may check on your registration on Titan Web in mid-November (spring student teachers) or mid-April (fall student teachers).

## **CHECKLIST FOR AN APPLICATION TO STUDENT TEACH IN THE ACT PROGRAM**

Submit your application and all required materials by the following deadlines, or attach a written statement with the reason(s) for the delay:

*SEPTEMBER 15 FOR SPRING OR FEBRUARY 15 FOR FALL*

- Complete and sign this Application to Student Teach in the ACT Program**
- Attach a copy of your TB test results**
- Enclose a copy of your PRAXIS II exam scores if required**
- Purchase Criminal Background Check electronically through [CastleBranch](#). This fee is non-refundable.**

**Submit via email your complete, signed**

**application to: [act@uwosh.edu](mailto:act@uwosh.edu)**



<b>Education course requirements</b>		
	<i>[insert course number and title]</i>	<i>[insert sem and yr]</i>
1. ACT Orientation course		
2. Teaching Methods course		
3. Educational Psychology course		
4. Issues and Field Experience course		
5. Literacy Methods course		
6. Exceptional Individual course		
7. Principles of Technology course*	<i>*Tech Ed license only</i>	
8. Career and College Planning course*	<i>*Tech Ed license only</i>	
<b>Content course requirements (list each content course required in your admission letter)</b>		
<i>1. [insert course name and number]</i>	<i>[attach transcript or other evidence of completion]</i>	<i>[insert sem and yr]</i>
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**Placement requests:** List the school districts in which you would like us to request a student teaching placement. Your requests will be considered in order; however, we do not guarantee placement will be in any of the requested districts.

<b>Choice</b>	<b>District</b>	<b>Indicate your preference for Middle or High School?</b>	<b>Do you have a relative (i.e., child, in-law, parent, spouse) in this district?</b>
<b>1 st</b>			
<b>2 nd</b>			
<b>3 rd</b>			
<b>4 th</b>			

<b>Are you willing to teach in a parochial school?</b>		<b>Yes</b>			<b>No</b>
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Describe any special considerations or accommodations that you will need during your student teaching assignment and the reason for your request (i.e., need handicapped parking, cannot climb stairs, etc.).	
<b>Consideration/accommodation</b>	<b>Reason</b>

**Emergency Contact Information: In the event of an emergency during your student teaching, who should we contact?**

<b>Name:</b>	
<b>Relationship:</b>	
<b>Phone:</b>	
<b>Email address:</b>	

I hereby apply for admission to student teaching for the purpose of fulfilling the statutory requirement for a teaching license in the State of Wisconsin. I have read the application carefully. I am aware of all prerequisites for student teaching and will have met all prerequisites prior to student teaching. I understand that I should not initiate personal placement arrangements with a school district and I will keep the ACT office apprised of any important changes or needs impacting my school placement assignments.

<b>Signature</b>	<b>Date</b>

