COLLEGE OF EDUCATION AND HUMAN SERVICES
UNIVERSITY OF WISCONSIN OSHKOSH

DIRECTIONS FOR APPLYING FOR ADMISSION TO STUDENT TEACH IN THE act! PROGRAM

Criminal Background Check (CBC): As part of your admission to student teaching, you should have on file a Criminal Background Check (Wisconsin Statute 165.82). If you have not previously had a background check, this will be processed through UW Oshkosh. If there has been a change in your status, it must be noted on your student teaching application. Some districts are now requiring a fresh CBC and, in one case, a drug test prior to field experiences in their schools. You will be notified in your placement letter if you need to arrange for an additional background check. If so, take care of it immediately. ***The form for the CBC can be found on page four of this packet.***

TB Test: Only one TB test is required for field experiences. If you need a TB test, Health Services will perform it for you. If you prefer, you may make arrangements with your own physician for the TB test and provide a record of this test.

Praxis I & Praxis II: Successful completion of the admission process, in conjunction with the passing scores on the PPST and the Praxis II exam/s, are a prerequisite for admission into student teaching. **A copy of your PPST and Praxis II exam scores must be included with your application.**

Autobiographical Sketch: In order for your university supervisors and cooperating teachers to learn about you prior to beginning student teaching, you will need to complete an autobiographical sketch. A copy of the sketch will be forwarded to your cooperating teachers and university supervisors. Your autobiographical sketch must be typed and no more than two pages in length. Please be sure that your name, student ID number, address, telephone number and email address are on the autobiography. Also include your major, minor, and licensure levels.

Your autobiographical sketch may include information on the following:

- Life-enriching experiences such as travel, job, hobbies
- Prior experiences with children in school or other settings (e.g. clinical experience)
- Involvement in university or extra-curricular activities or organizations, volunteer work
- Reasons for wanting to be a teacher, professional goals

Remember - This is your first contact with your cooperating teacher and, in many cases, your supervisor. First impressions are important. No typos allowed! Errors have cost former student teachers a desirable placement.

Application to Student Teach: Complete and submit 2 copies of the application. *Applications must be submitted to Erika Ruedinger 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 provided after the due date, 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.**

Withdrawal: If you decide to withdraw from student teaching, notify Dr. Michael Beeth immediately! The Registration Office at UW Oshkosh does not contact when a student withdraws, hence we will proceed with placing you in a school unless we hear from you.

Registration: Dr. Michael Beeth at UW Oshkosh will register all students for their student teaching courses. You may check on your registration on Titan Web in mid-November (Spring student teachers) or mid-April (Fall student teachers).

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Application for: ____ Fall Semester ____ Spring Semester Year: _____

Student Information:

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____
City *State* *ZIP Code*

Home Phone: ( ) _____ E-mail Address: _____

Alternate Phone: ( ) _____ Alternate E-mail: _____

Student ID: _____ Previous Name (if any) _____

Major(s): _____ Minor(s): _____

Student Teaching Application is for (check one): ____ Mathematics _____ Broadfield Science

If Broadfield Science, please rank the top four subjects you could teach with 1 being highest and 4 being lowest:

_____ Earth Science
_____ Physics
_____ Astronomy
_____ Environmental Science
__ Biology
__ Chemistry
__ General Science

Placement Status:

_____ I need placement
_____ I already have been placed, or I am currently student teaching
(if checked, report placement below in "special request" area)

City in which you request a student teaching placement (see instructions for list). Your choices will be considered when making placements; however, we cannot guarantee assignments in the requested areas. Please provide two districts for both your first and second choice.

First Choices: _____ Second Choices: _____

_____ _____

Will you have use of a car to travel to your placement? ____ Yes ____ No
Would you be willing to student teaching in a parochial school? ____ Yes ____ No
From which high school did you graduate? _____
City/State of high school? _____

List any area school districts in which a relative (i.e., parent, spouse, child) is involved:

_____

_____

Full Name: _____
Last *First* *M.I.*

Special requests:

Indicate below any special considerations or accommodations that you need in your student teaching assignment and the reason for your request.

_____
_____
_____

Clinical Site and Co-op Teacher:
Indicate below the clinical sites and co-op teacher (supervisor) for the 30 hour requirement

Clinical Site	Supervising Teacher
_____	_____
_____	_____
_____	_____

Undergraduate coursework (check one):

____ I have completed all of my required coursework, ***or***
____ I am taking my last courses, including extension or on-line required courses, this term. I am currently enrolled in the courses listed below:

Course Number	Course Title	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____

PRAXIS II exam scores
Test code for PRAXIS II exam(s) taken: _____
Date exam was taken or is scheduled to be taken: _____
PRAXIS II exam completed? ___ Yes _____ No PRAXIS II exam passed? ____ Yes ____ No

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

Name: _____ Relationship to you: _____
Phone: _____ E-mail: _____

I hereby apply for admission to student teaching for the purpose of fulfilling the professional requirements for teaching licensure 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 make personal placement arrangements with a school district and will keep the Field Experience Office apprised of any important changes or needs impacting my school placement assignments.

_____ _____
Signature Date

Attach receipt to this form or take this form with you to the Cashier's Office to be stamped as "Paid".

College of Education and Human Services

University of Wisconsin Oshkosh

Procedures for Obtaining a Criminal Background Check

A Criminal Background Check is required of students applying for Admission I, ***Student Teaching***, or participating in field experiences, such as EDU 201.

I am requesting a Criminal Background Check and Caregiver Report for:

_____ Admission I - **submit completed form and receipt with application materials.** Background checks are processed through the Professional Education office and will be kept on file in the Dean's office.
_____ Student Teaching
_____ Internship
_____ Graduate program

Wisconsin Residents

The cost to process a Criminal Background Check is ***$10.00***. This fee is paid at the Cashier's Office, Dempsey 236. The Cashier's Office will stamp this sheet as "paid" or give you a receipt. Attach receipt to this page in the top right corner.

Out-of-State Residents

If you are not a resident of Wisconsin **or have lived outside of Wisconsin any time within the past three years**, **you must pay to have a Wisconsin Criminal Background Check processed as well as one from the state where you resided**. If you have served in the military in another state, an out-of-state background check will not be required. Please see Bonnie Gaskill in the Professional Education Office - N/E 113 for further information. Additional fees and forms are required.

Complete the biographical information listed below.

Name:_____ ____ _____
(first name) *(middle initial)* *(last name)*

Date of Birth:_____ _____ _____
Month *Day* *Year*

Soc. Sec #_____ - _____ -_____

Racial Heritage:
____ White/Non-Hispanic
____ African American/Black
____ Other Asian/Pacific Islander
____ American Indian or Alaskan Native
____ Hispanic/Latino
____ Southeast Asian: Cambodian, Hmong, Laotian, Vietnamese

Gender
____ Male
____ Female

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CHECKLIST FOR APPLICATION AND ADMISSION TO STUDENT TEACH IN THE act! PROGRAM

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

September 15th for Spring
February 15th for Fall

_____

_____

_____ Read the "directions for applying for admission to student teach in the act! program" found on page one of this document

_____ Attach the receipt for the processing fee for the Criminal Background Check (CBC) payable at the Cashier's office in Dempsey to front of application

_____ Provide a record of a TB test to University Health Services. If you do not have a record, schedule a TB test with Health Services

_____ Enclose a copy of your PPST and Praxis II exam scores with your application

_____ Complete and enclose the Autobiographical Sketch with your application

_____ Complete and submit two copies of the application (pages 2-3) to:

Dr. Michael Beeth
UW Oshkosh COEHS
800 Algoma Blvd
Oshkosh, WI 54901-8662