

Apprentice Teaching Applications For SPRING, 2010

Due at Meeting, September 10th, 2009 4:00 p.m.ROOM TBD

**IF YOU MISS THE APPLICATION DEADLINE THERE IS A CHANCE YOU WILL NOT BE PLACED
UNTIL THE FOLLOWING TERM – PLEASE HAVE IT IN BY THE DUE DATE!**

Instructions

1. **Sign** list on the inside of the folder with the requested information or email Merryl at merrylc@webster.edu to notify her that you took an application.
2. **Take** the application and **READ ALL OF IT NOW** so you know what is required and can meet the deadlines. (One per person please. If you think you may make a mistake, there is only 1 page that you write or type on. Make a copy of it first. Let's try to save a tree.)
3. **FINGERPRINT/CRIMINAL CHECK/TB TESTS:** If you did these forms for a FA "09" practicum they should be current. If not, get the forms from Merryl Crivelli. You must get your fingerprints done by September 10th (if you haven't done them with practicum). The Criminal/Child Abuse & TB tests must be within 1 year of your placement (some districts need them within 6 months).
4. **Schedule** appointment with advisor to review and sign completed application. Note: advisors are busy and are not always available the week applications are due, so schedule your appointment early.
5. **Contact** the Career Center to do your résumé if you want their help. See the information included with this packet about what must be included on your resume.
6. **Complete** all sections of application. (Should be typed, 1st page can be printed neatly.)
7. **Meet with advisor** for review of application and signature. (Do this early enough for changes to be made.)
8. **Bring** completed and signed application to the mandatory meeting, September 10th, 2009 Room TBD, 4:00-5:00 PM
9. **Register/pay** for apprentice teaching during regular registration period.

APPLICATIONS FOR FALL 2010 WILL BE DUE in February, 2009.

If you find you are not ready now, plan ahead.

APPRENTICE TEACHING APPLICATION

READ THIS IMMEDIATELY!!!!!!

PROCEDURE TO APPLY FOR APPRENTICE TEACHING

I. Complete the Apprentice Teaching packet & all other requested information. Meet with your advisor to review packet information. Your advisor must sign the completed packet, including the eligibility checklist. Your acceptance letter to teacher certification must be attached to the application.

- Most advisors will want to meet at least one week before the packet is due. Schedule an appointment accordingly.
- Read the “Additional Information Needed for The Apprentice Teaching Packet” carefully. Allow yourself enough time to complete the personal statement and resume so that your advisor may review them and you have time to make any recommended changes.

II. Return the completed, signed packet to the Coordinator of Field Placements at the mandatory application meeting. Dates and times are posted each semester. Usually the second week in February for fall placements and the second week in September for spring placements.

You will turn in your application form and learn about the apprentice teaching placement process and a little about the experience. Be sure that your application is signed by your advisor **before** that meeting.

III. Register for Apprentice Teaching at the next registration session.

This application is not a registration form.

Note: Apprentice Teaching is a full-time job that requires an enormous amount of time and energy. It is recommended that you take no more than 1 other course during the semester of apprentice teaching. This course must not interfere with your apprentice teaching responsibilities or the time required, such as after school meetings, etc.

Note: Contact the career center if you need help with your resume. A good educator resume may be different than a business resume. Contact Career Center for information – 314-968-6982.

ADDITIONAL INFORMATION AVAILABLE
Room 227D Webster Hall Meryl Crivelli, 314-968-7103

**APPLICATIONS FOR SPRING, 2010 ARE DUE AT THE MANDATORY MEETING
TUESDAY, SEPTEMBER 10TH, 2009 – 4:00– 5:00 PM ROOM TBD**

APPLICATIONS for FALL 2010 WILL BE DUE IN FEBRUARY 2010. If you find you are not ready now, plan ahead.

CHECKLIST: ELIGIBILITY FOR APPRENTICE TEACHING

Student: fill out the top part of this form before seeing your advisor. Attach a copy of your teacher certification acceptance letter to this before visiting your advisor. If you do not have a Teacher Certification Acceptance letter see your advisor (if undergraduate) or Peggy Peel (if graduate).

Name _____ Student # _____

Check one: _____ Undergraduate _____ Post Baccalaureate _____ MAT

Academic Advisor: _____

*****Advisor: Do not sign the application if the student does not have an acceptance letter attached and has not met all of the admission requirements below. If the student has not met requirements, the student must talk to Merry Crivelli and petition to Dr. Diane Cooper in writing to have an application considered for placement. *****

The student listed above has completed the following requirements as prerequisites to apprentice teaching, Advisor, please initial each item:

- _____ 1. **Has been admitted to the Teacher Certification Program.** If the student's file does not include a letter of admission, initial each of the completed requirements for admission:
- _____ Completed either
(UNDERGRADUATE) EDUC 3150 - Education in a Diverse Society with a B- or better;
or
(GRADUATE) COMM 5670 Teaching in A Diverse Society or EDUC 5020 Foundations in Education or EDUC 5220 (Contemporary Educational Issues) with a B- or better
 - _____ Completed a college level English composition course with a B- or better
 - _____ Completed a college level math with a B- or better
 - _____ Cumulative GPA of 2.75, (UG) OR 2.5 (GRAD)
 - _____ Passing score on **all** sections of the College Base (C-BASE) test (undergraduate only)
- _____ 2. Has senior standing or is a Post Baccalaureate or MAT certification-seeking student.
- _____ 3. Has maintained a 3.0 GPA in all Education & Content courses with no grade below a 'C-'.
- _____ 4. Has completed 9 hours of the Foundations of Teaching requirements **AND**
- _____ 5. Meets a, b, c, d, or e below (Check ONE to indicate area of apprentice teaching):
- _____ a) Early Childhood/Early Childhood Special: successfully completed all but 4 hours of Methods course requirements
 - _____ b) Elementary (Grades 1-6): successfully completed all but 4 hours of Methods course requirements;
 - _____ c) Middle School (grades 5-9): successfully completed all but 3 hours in each content area with no grade below a 'C-', and has completed all but 4 hours of Methods course requirements;
 - _____ d) Secondary (grades 9-12): successfully completed all but 6 hours of required subject area courses (content area) with a cumulative GPA of 3.0 with no grade below a 'C-' and has completed all Methods course requirements;
 - _____ e) Special Education (grades K-12): successfully completed EDUC 4460 and EDUC 4470 and all but 3 hours of Special Education courses at 4000 or 5000 level.
- _____ 6. Is currently enrolled in or has completed the prerequisite practicum.

DIVERSITY: The student must complete either practicum or apprentice teaching in a diverse setting. This student's practicum setting is rated _____ and therefore the apprentice teaching placement setting should be rated _____.

Diversity ratings: 1= diverse, 2= not diverse, according to data gathered by the School of Education. The list of school ratings is available in the Field Placement Office, 227D.

WEBSTER UNIVERSITY

APPLICATION FOR APPRENTICE TEACHING

FALL _____ or SPRING _____

(Please type or print neatly and provide all information requested.)

Name _____

Student # _____

Local Address _____
Number and Street

Phone # _____

_____ City

_____ State _____ Zip Code

E-MAIL Address _____

Webster Status: (Check one) Undergraduate MAT Non-degree TC

Certification Area(s): _____

ALL placements for Apprentice Teaching will be for FULL DAYS. Art, Early Childhood, Foreign Language, and Music are 8 weeks at one level plus 8 weeks at the other level. All other placements will be 16 weeks at one level.

NOTE: Some schools may request an interview with you before accepting your placement. You will receive written confirmation of your placement. The application and attachments will be forwarded to the potential Apprentice Teaching placement.

APPROVED BY: (ALL REQUESTS REQUIRE ADVISOR'S SIGNATURE.)

I have reviewed this application and verify that the student is ready for Apprentice Teaching.

Academic Advisor

Date

WEBSTER UNIVERSITY
Application Agreement

By signing this form I am obligating myself to fulfill the apprentice teaching placement to which I am assigned for the FALL or SPRING semester.

- ◆ I certify that the information provided in this application and resume is complete and accurate. I give Webster University permission to contact any employers or supervisors for references for the purpose of reviewing my Apprentice Teaching application. I have submitted the Criminal Records and Child Abuse Screening form to Webster University and the \$9.00 processing fee payable to the "Treasurer, State of Missouri" and thereby give Webster University permission to clear my name through the Missouri Criminal Records Repository and Missouri Division of Family Services' Central Registry. I have had my fingerprints taken to be cleared through the FBI and Missouri Highway Patrol for the DESE Professional Conduct Investigation. I verify that I have never been convicted of a felony. I understand that information obtained will be treated confidentially and will not be used for other purposes. I give permission for the information obtained from all of these investigations to be shared with the school district where I am placed.
- ◆ I have been screened for tuberculosis in the past year and have submitted that test result to Webster University.
- ◆ I certify that I have been admitted to the Teacher Certification Program and have met all eligibility requirements (see checklist.)
- ◆ I certify that I am currently enrolled in the prerequisite practicum or have completed the practicum.
- ◆ **Note:** If I have not met the admission requirements and/or the prerequisite practicum, I have submitted a written request to Dr. Diane Cooper, Coordinator of Apprentice Teaching & Field Experience for permission to apply for apprentice teaching. All written requests must be submitted at least 1 week prior to the application turn-in meeting.
- ◆ I understand that I also need to be concurrently registered in EDUC 3300 Apprentice Teaching Seminar.
- ◆ I certify that I will fulfill the following responsibilities:
 - successfully complete all prerequisite courses during the semester prior to apprentice teaching.
 - must complete my practicum with a grade of "B" or better
 - register for Apprentice Teaching on the prescribed dates
 - attend the Orientation meeting – dates will be given at the turn in meeting
 - clear my schedule so that I am available not only during the school day but also for meetings before and after school
 - attend university apprentice teaching seminars
 - notify the Field Placement Office of any changes in name, address, phone number, etc.
- ◆ I understand that if I do not register and pay for apprentice teaching during the regular registration period that my placement will be canceled and I will not be placed for that semester.
- ◆ I also understand that if I decide to cancel my request for apprentice teaching after the placements are made that I will be charged \$100. This is to cover the costs associated with processing the requests and to pay the assigned teacher a stipend for agreeing to accept you.

Signature

Date

WEBSTER UNIVERSITY

ADDITIONAL REQUIREMENTS FOR THE APPRENTICE TEACHING APPLICATION PACKET

BE SURE TO REGISTER FOR APPRENTICE TEACHING

Attach the following items to your application. These should be TYPED. This will help in making an appropriate apprentice teaching placement. Please do this neatly, as these sheets will be sent directly to a potential placement. Note: some of this information may be required for your portfolio so be sure to keep copies.

- I. Attach a resume. This resume must include the following sections: Employment Objective, Educational Background, Teaching Certificate(s), Teaching Experience, Other Work Experience, Professional Activities, Volunteer Activities, Leadership, Special Abilities or Interests, Honors, Scholarships & Awards, References. A teaching resume may be somewhat different than a business resume, so you may want to seek professional help from the Career Center. Try to schedule your individual appointment early. Call the Career Center, 314-968-6982, to set up an appointment.
- II. Write a brief statement about yourself as related to teaching. An outline summary is included below.* This will be used to introduce yourself to potential cooperating teachers. **PLEASE GO OVER THIS WITH YOUR ADVISOR.** We do not edit this statement in the Office of Field Placements. If you are in doubt about the content of such a statement talk with your advisor ahead of time. Samples of the statement are available in WH 226B.

***PERSONAL STATEMENT OUTLINE**

There is no specific format for your personal statement. A suggested format follows.

1st paragraph: Personal Background – (for example, relate where you grew up, community information, siblings, work experience, etc).

2nd paragraph: What inspired you to become a teacher?

3rd paragraph: What is your view of the role of the students in the classroom and the role of the teacher? What do you want for your students?

- III. Complete and sign the Transcript Request Form. We will give this to the Registrar's office so that they release your Webster University transcript to us so that we may send it out with your packet of materials.
- IV. Complete and sign the Transcript Release Form. This will give us permission to send any of your transcripts to the school requested. Schools want to see transcripts that will include your main education courses and content courses.

PLEASE go over all of this information with your advisor and revise as appropriate before turning in at the application meeting.

REMEMBER

The papers that go to the districts reflect on YOU and on Webster University.
Proofread your materials and BE NEAT!

APPRENTICE TEACHING PLACEMENT REQUEST

Placement Level Desired: (Circle) PK K 1 2 3 4 5 6 7 8 9 10 11 12

For MUSIC ONLY: Indicate vocal or instrumental

For SPECIAL EDUCATION ONLY: Indicate Self-contained or Resource

ALL placements for Apprentice Teaching will be for FULL DAYS. Early Childhood is 8 weeks pre-primary and 8 weeks primary. Art, Foreign Language, and Music are 8 weeks elementary plus 8 weeks secondary. All other placements will be 16 weeks at one level.

NOTE: Some schools may request an interview with you before accepting your placement.

You will receive written confirmation of your placement. The application and attachments will be forwarded to the potential Apprentice Teaching placement offices.

Geographic Request (Optional)

Apprentice Teaching Placements will be made in the St. Louis City, St. Louis County, Fox and Francis Howell School & Ft. Zumwalt Districts. Placements are made according to the recommendations of advisors and the university supervisors and convenience for both the university personnel and the student. We also determine placements according to successful past experiences. You must have either practicum or apprentice teaching in a diverse setting as determined by data gathered by the School of Education. Please discuss this with your advisor.

If you wish to request a geographical area, please note it below. If you have a specific school or district in mind you may put that in parentheses after the area. We do not work with all school districts. **Students are NOT to contact schools regarding Apprentice Teaching Placements.** University personnel make final placement decisions. Apprentice teaching placement requests should generally be made for a location different than your practicum location.

We generally do not place you in a school that you attended. If requesting a particular school, be sure it is not a school where your children attend or where another family member attends, teaches or works. Do not request a district for which you serve as a board member.

TRANSCRIPT RELEASE FORM

Name: _____

Date: _____

I am applying for certification in _____

I give the Coordinator of Teacher Certification at Webster University permission to forward to Peggy Peel all official transcripts from my previous post-secondary work. I understand that a copy of these transcripts as well as the Webster University transcript will be included as part of my application for Apprentice teaching which will be sent to prospective schools.

Signature: _____

Print Name: _____

Social Security Number: _____

Please list all colleges attended, even for one class

TRANSCRIPT REQUEST FORM

Name: _____

Address: _____

Social Security #: _____

Student #: _____

Date of Birth: _____

Years Attended: _____

Signature: _____

Please send transcript to: Merryl Crivelli, Coordinator
Field Placements & In-Service Education
Webster University School of Education
ROOM 227D Webster Hall