

DETAILED INSTRUCTIONS

1. STUDENT TEACHING APPLICATION

Please fill out the application completely. This is the only student teaching application you will need to file for SED 554 and 554S (3 + 1 units) and SED 555 and 555S (5+ 2 units) or SED 555BL and 555S (5+2 units), unless there is a change in the schedule for which you apply.

Candidates complete the Preliminary Teaching Event as part of the SED 554S seminar and the California Teaching Performance Assessment, the Performance Assessment for California Teachers (PACT) Teaching Event in SED 555S.

A **limited number** of summer SED 554/554S student teaching assignments are possible but **must** be approved by the Secondary Education Student Teaching Coordinator. Obtain the ‘**Application for Summer Student Teaching Assignment**’ form from the Secondary Education Office. Please see the *Secondary Education Student Teaching Handbook* for the two, specific circumstances in which summer SED 555/555S or SED 555BL/555S can be approved.

2. DOCUMENTATION OF PREREQUISITE COURSES OR PROGRAM ADMISSION CONDITIONS

For a list of prerequisite courses, GPA and additional requirements, please refer to your program plan or Credential Progress Report (CPR). If you were admitted under Exceptional Admission for the upcoming semester due to GPA, you will **not** be eligible to student teach until you have completed at least one semester of coursework since being admitted to the program.

If you are working concurrently on obtaining the Bilingual Authorization as well as your initial teaching credential, and wish to student teach in a bilingual setting, please refer to the Credential Office for prerequisite information. By selecting the ‘Single Subject/Bilingual Authorization’ option on the Student Teaching application, you are notifying us of this preference.

Please submit documentation of all prerequisites or program conditions that are not already on file in the Credential Office. **All conditional coursework that is in progress during the semester of application will be verified as complete by the Credential Office. Notification of application status will be sent via email to students’ CSUN email address.**

3. SUBJECT MATTER COMPETENCY

Candidates who elect to meet the Subject Matter Requirement by program must submit an ‘Approved Program Evaluation for Subject Matter Competency Form’ that has been signed by the appropriate Subject Matter Program Advisor within the applicable department (Art, English, etc.). **The Subject Matter Program Advisor will verify completion of the Subject Matter Program.** Candidates who elect to meet the Subject Matter Requirement by exam must submit official documentation of exam(s) passage for their subject area. **Please note! If a CSET Single Subject exam is required, all test sections that are required for the credential being sought must be passed.** Passing scores on each component of the exam are valid for five years. Please inquire with the Credential Office to determine the correct exam(s) for your subject area. Students in the FYI and JYI programs must submit an ‘Academic Clearance Form’ signed by the appropriate Subject Matter Program Advisor. **In the case of FYI and JYI programs, completion of 80% of the Subject Matter Program is required prior to student teaching.**

4. VALID FINGERPRINT CLEARANCE

You **must** have a valid Commission on Teacher Credentialing certificate, permit or credential during the time that you are in the program (i.e. if you hold a 30-Day Substitute Permit that will be expiring, you could either renew the permit or apply to obtain a Certificate of Clearance). For instructions on obtaining a Certificate of Clearance, please refer to the ‘Certificate of Clearance Request’ flyer on the Credential Office website <http://www.csun.edu/coe/cred/forms>

5. TUBERCULOSIS CLEARANCE

Prior to the start of your student teaching, you **must** have in your possession, current (within the last 2 years) documentation of freedom from tuberculosis. You may be asked to present this documentation at your assigned student teaching school site.

DEPARTMENT REQUIREMENTS FOR STUDENT TEACHING

6. Prepare and submit an **autobiography** in triplicate according to the following guidelines:

As part of the requirement for student teaching our master teachers and supervisors request that you complete an autobiography in narrative form. This autobiography will be provided to your master teachers and supervisors to give them information about the kinds of experiences you have already had in your life, as well as an idea of your command of English and English skills.

Please provide the Secondary Education Department (Education 1208) with three copies of your autobiography within one week after you submit the student teaching application to the Credential Office. These will be used for both assignments.

In order to assure some uniformity in these autobiographies, you may include the following information in narrative form:

1. Where you have lived
2. The schools you have attended
3. Any military service
4. Any significant work experience
5. Participation in social activities
6. Honors, offices, etc.
7. Hobbies
8. Experiences with adolescents
9. How and why you decided to enter teaching
10. Ambitions and plans

It is critical that you keep both the Secondary Education Department and the Credential Office informed of any changes in your plans, address, phone number and email address.

IMPORTANT NOTE FOR ALL CANDIDATES **Application for the Credential at Program Completion**

Prior to completing the credential program, it is important that you submit a 'Credential Request Form' to the Credential Office. To allow for adequate processing time, students that have passed all required exams are **encouraged to request their credential document at the start of their final semester of coursework toward the credential.** The 'Credential Request Form' is available on the Credential Office website at <http://www.csun.edu/coe/cred/forms>. The form includes detailed instructions on the process of obtaining verification of program completion and, ultimately, the credential document.

Credential Recommendation- Eligibility for credential recommendation is based upon completion of **all** components of your program. Please keep in mind that being placed in or completing a student teaching assignment **does not** guarantee credential recommendation if there are requirements that have not been met. Students are strongly advised to become familiar with their program requirements by doing **all** of the following; **a)** reviewing the University Catalog, **b)** reviewing their Credential Progress Report, and **c)** meeting with a Credential Advisor to ensure that all program requirements are both understood and being met according to their Credential Progress Report.

SINGLE SUBJECT STUDENT TEACHING APPLICATION

FALL 2012/SPRING 2013

Please type or print clearly.

Name: _____ Maiden/Other Name: _____

CSUN ID # _____

Email Address: _____

Address: _____

Street

City, State

Zip Code

Home Phone () _____ Work Phone () _____ Cell Phone () _____

Credential Program (please check one):
 Single Subject
 FYI- English
 JYI- English
 Single Subject/Bilingual Authorization in _____ (specify language)
 Single Subject/Adapted PE
 FYI- Math
 JYI- Math

Subject Area: _____

Do you plan to complete the Traditional Program in two semesters? (please check one) Yes No

Please check one of the following student teaching options:

- I am applying to enroll in SED 554/SED 554S for the Fall 2012 semester **and** SED 555/SED 555S or SED 555 BL/SED 555S for the Spring 2013 semester.
- I am applying to enroll in SED 555/SED 555S **or** SED 555BL/SED 555S for the **Fall 2012 semester only**. I have already completed SED 554/554S Supervised Field Experience in a prior semester.

A **limited number** of summer SED 554/554S student teaching assignments are possible but **must** be approved by the Secondary Education Student Teaching Coordinator. Obtain the 'Application for Summer Student Teaching Assignment' form from the Secondary Education Office. Please see the *Secondary Education Student Teaching Handbook* for the two, specific circumstances in which summer SED 555/555S or SED 555BL/555S can be approved.

I acknowledge that this application is **only** for the semesters and assignments listed above. Any request for other semesters or assignments must be submitted by me prior to the deadline for that semester. Failure to submit such a request in a timely manner may result in not receiving an assignment. **I understand that I must keep both the Secondary Education Department and the Credential Office informed of any changes in my plans, address, phone number and/or email address.**

Signature _____ Date _____