



## Secondary Student Teaching - EDI 431

## General Education Application

I wish to be considered for a field placement in Secondary Student Teaching for the \_\_\_\_\_ semester of

**Name:** \_\_\_\_\_  
(First Name) (M.I.) (Last Name)

**Former Name(s):** \_\_\_\_\_

**Student ID No:** G \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

*(GVSU email only, Please print legibly or use PDF fill-ins)*

**Local Address:**

\_\_\_\_\_

**Home Phone:**

Number, Street, Apt.

\_\_\_\_\_

**Cell Phone:**

City, State, Zip

**Home/Permanent Address:**

\_\_\_\_\_

**Phone:**

Number, Street, Apt.

\_\_\_\_\_

City, State, Zip

**Content Major 1:** \_\_\_\_\_ **Advisor 1:** \_\_\_\_\_ **Major:** Education

**Major 2:** \_\_\_\_\_ **Advisor 2:** \_\_\_\_\_ **Content Minor:** \_\_\_\_\_

Are you planning on studying abroad through the College of Education to receive a Certificate of International Teaching Experience?

Yes \_\_\_\_\_ No \_\_\_\_\_

**College of Education use only:**

- E
- EP
- D/SR
- D
- Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Cum GPA \_\_\_\_\_  
Major GPA \_\_\_\_\_  
ED Major GPA \_\_\_\_\_  
Minor GPA \_\_\_\_\_  
Grade Below B- \_\_\_\_\_

# Field Placement Information

Please list all field placements for Teacher Assisting and Student Teaching.

District \_\_\_\_\_ Building \_\_\_\_\_ Grade Level \_\_\_\_\_ Semester/Year \_\_\_\_\_

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District \_\_\_\_\_ Building \_\_\_\_\_ Grade Level \_\_\_\_\_ Semester/Year \_\_\_\_\_

## Geographical Information

Placements will generally be completed within a 50 mile radius of the Allendale campus. Placements will be made outside this area only if deemed necessary for suitable supervision and effective use of College of Education resources. Your preferences are not guaranteed, however the College of Education faculty will determine the appropriateness of placements based on student training needs and placement procedures established with school authorities. Students **are not** to seek their own placements. **You will not be placed in the school districts where you attended as a student, unless you have extenuating circumstances and the placement is approved by a committee within the College of Education.** At least one of your field experiences will be in a culturally diverse setting. *If you have any special accommodations that you need us to be aware of in regards to your placement, please notify your Placement Coordinator in writing after you have been accepted to the College of Education.*

### Point of Reference for Placement:

**Address or general area from which you will commute during this placement local address is used if nothing is listed below.**

Number, Street, Apt \_\_\_\_\_

City, State, Zip \_\_\_\_\_

## Verification of Understanding

I understand that placements, including school location and grade level, will be made in terms of programmatic needs and design, supervisory load, and the availability of placement situations within the schools within the placement radius.

I am willing to accept the placement assignment as determined by College of Education and further understand that particular interest areas and grade levels will not necessarily be accommodated.

I understand that transportation to and from my placement assignment is my responsibility.

I agree to report changes of name, address, telephone number and e-mail address immediately to the College of Education office.

I agree to notify the College of Education office if I receive a placement where a relative is employed or attending school.

I certify that the answers given in my application are complete and accurate. Failure to provide accurate information or concealment or misrepresentation of any information may result in denial of admission, field placements, recommendation for teacher certification, or recommendation for additional endorsements.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Important Information Regarding Felonies and Misdemeanors**

Grand Valley State University's College of Education has strict requirements for students pursuing teacher certification at our university. Students who have certain civil infractions (excluding speeding tickets), certain misdemeanors, multiple misdemeanors or a felony(s) may be denied admission to the College of Education. If admission is granted, a field placement might not be found due to district policies and procedures. If a student is recommended to the Michigan Department of Education for Teacher Certification, the conviction could have an adverse effect on being granted a teaching certificate. Be advised, if a teaching certificate is granted with convictions or infractions, it does not guarantee K-12 employment.

### **Felony and Misdemeanor Background Information**

#### **THE BELOW QUESTIONS DO NOT PERTAIN TO EXPUNGED AND/OR DEFERRED CHARGES**

1. Yes      No      Have you ever been convicted of any felonies?
2. Yes      No      Have you ever been convicted of any misdemeanors?
3. Yes      No      Have you ever admitted responsibility for a Civil Infraction (excluding speeding tickets)?

If you have answered "No" to the above questions, please proceed to Question 4.

If you answered "Yes" to the above questions, please provide the following, and then proceed to Question 4.

#### **PLEASE ANSWER THE FOLLOWING QUESTIONS FOR EACH OFFENSE**

- a) What was the specific offense(s)?
- b) What was the date of the conviction(s)/civil infraction(s)?
- c) What was the conviction(s)/civil infraction(s)?
- d) What was the sentence(s)/outcome(s)?
- e) In what city and state did the offense(s) occur?
- f) In what court(s) was/were the conviction(s)/civil infraction(s)?
- g) What was the case number(s), if applicable?
- h) Please obtain and attach photocopies of court documentation (ie, register of action, summary or "**Judgment of Sentence**") from the court proceedings.
- i) Please attach any related background information that you consider important.

  

4. Yes      No      Do you have any charges pending?
5. Yes      No      Have you ever had a teaching/administrator certificate or school counseling/psychologist license denied, revoked or suspended?
6. Yes      No      Are you currently employed by a school district?

If you answered "YES" to Question 1, 2, 3, 4 or 5 and it is a NEW charge since you turned in your last application, please attach pertinent information regarding the NEW issue to this application. If you turned in this information previously, we do not need to have the paperwork again. *If charged with a civil infraction, misdemeanor and/or felony after submission of this application, I will notify immediately the College of Education at (616) 331-6650 and will provide copies of court documents.*

**I have read the above information and have answered the questions to the best of my ability**

Signature \_\_\_\_\_

Date \_\_\_\_\_



## General Information For Secondary Student Teaching

The enclosed application materials are appropriate to use if you are applying for undergraduate General Education Student Teaching (EDI 431).

To assure the most accurate processing, this application must be hand delivered to the College of Education located at 401C DeVos Center 8 am to 5 pm during the week of application intake. All supporting documentation must be attached at the time of application, or your application will not be considered. Please do not jeopardize your goals by submitting your application late and/or incomplete.

### Supporting Documents

#### **ITEMS WILL NOT BE ACCEPTED AFTER APPLICATION HAS BEEN SUBMITTED**

The following must be included in your student teaching application. Applications must be complete at the time they are submitted, and submitted by the deadline.

#### **Documents you must provide:**

- Two copies of your up-to-date résumé (unstapled), with three references, current e-mail address with Teacher Assisting experience included (and Student Teaching if Special Education), on plain white paper. Please don't use color or shading on your résumé as it is scanned into a PDF file and emailed to Principals and/or Cooperating Teachers for potential placement.
- Generate a new "myPath" from Banner with your "G" number handwritten on it. If classes are being taken at another college, include a copy of that current course schedule with GVSU course equivalencies noted and highlighted.

#### **Additional requirements:**

##### **Secondary Prerequisites Prior to Student Teaching**

EDT 370 (New Program)

EDS 379 (New Program)

Completion of Teacher Assisting with a grade of B- or better and positive recommendations at the completion of Teacher Assisting and Student Teaching if in a Special Education program.

Maintaining a 2.70 GPA overall and in your major(s), 3.0 is required for English majors and minors, Art Education majors, History majors and minors, and Social Studies majors.