



## General Information for Secondary Teacher Assisting (EDI 331)

The enclosed application materials are appropriate forms to use if you are applying for a field placement in Secondary Teacher Assisting (EDI 331)

To assure the most accurate processing, the completed application, and associated application materials, must be submitted via email to [coeapp@gvsu.edu](mailto:coeapp@gvsu.edu) prior to scheduling your application review meeting. 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.

**Upon receipt of your completed teacher assisting application packet, an invitation to schedule your application review meeting will be sent via email. Meetings will be scheduled through Navigate following submission of required application packet to [coeapp@gvsu.edu](mailto:coeapp@gvsu.edu). Application review appointments will be available between 8 am and 5 pm, September 8 – 18, 2020 and will be conducted virtually via Zoom.**

### MINIMUM ADMISSION AND APPLICATION CRITERIA

#### ALL REQUIREMENTS MUST BE MET PRIOR TO TEACHER ASSISTING

- 1. Academic Achievement.** A minimum 2.70 GPA (GVSU) in your overall, majors, and minor(s) is required. English majors and minors, Art majors require a 3.00 GPA. Please note that starting Fall 2014 catalog year, Social Studies majors and History majors and minors will both require a 3.00 GPA. **GPA requirements must be met prior to being approved to register for teacher assisting courses and arrangement of field placement.** You may access your current GPAs on MyBanner by going to your MyPath. The GPAs are broken down at the top of each section for your majors and minors.
- 2. Official ACT, SAT or GRE scores, including reading, mathematics, English and writing sub-scores must be sent directly from the ACT/SAT office to the GVSU Records Office.**
- 3. Prerequisite Courses.**
  - Required of all candidates for admission:**
    - EDF 315 Diverse Perspectives on Education
    - PSY 301 Child Development
    - EDI 337/339 Introduction to Learning and Assessment

The GVSU GPA in all required courses must calculate to a 2.70. No individual grade can be below a "C". Transfer equivalents will not be calculated in the GPA; however, the transfer grades must meet requirements or be C or higher.

**All prerequisite courses must be completed or in progress during the semester of application.**

4. **Academic Progress.** Completion of a minimum of **60 semester hours** and of most of your major/minor and general education requirements. **Must be completed during the semester of application.**
5. **University Requirements.** Completion of course requirements or test equivalents in Writing 150. **Must be completed prior to the application deadline or following Spring/Summer sessions.**
6. **Application Requirements must be completed and submitted via email to [coeapp@gvsu.edu](mailto:coeapp@gvsu.edu) prior to scheduling application review meeting. (Put an "x" in the boxes as you complete each item.)**

Completed Secondary Teacher Assisting Application

College of Education Advising Recommendation form

- Form will be provided by your College of Education advisor
- To schedule an appointment, please call 616-331-6650. A confirmation email with your date, time & zoom link will be provided

#### [Major Advisor Recommendation form](#)

Contact your advisor to provide advising recommendation form and request to schedule appointment

**Positive Recommendations from your College of Education advisor and your major advisor(s). Must be completed prior to application deadline.**

[Personal Recommendation](#) from an individual who can address the candidate's ability as a prospective teacher (non relative)

Experience. [Documentation of 25 hours of experience](#) (paid or unpaid) with children or youth. The experience must be with the age group for which the applicant intends to seek certification. For additional options, refer to the College of Education's Student Handbook. **Must be completed prior to the application deadline.**

Current résumé which includes your e-mail address and references on plain white paper.

[Sample teacher assisting resume](#)

## REQUIREMENTS FOR FIELD PLACEMENT

Upon admission to College of Education, the College of Education will arrange an appropriate field placement for Teacher Assisting. The field placement will be contingent upon an interview and acceptance by the prospective mentor teacher and/or school administrator. Students who postpone their entrance after admission must re-apply as new applicants if they seek readmission. Field placements are generally made within a 50-mile radius from campus. Placements will be made outside this area only if deemed necessary for suitable supervision and effective use of College of Education resources.

### ITEMS MAY NOT BE ACCEPTED AFTER APPLICATION HAS BEEN SUBMITTED

All application documents must be submitted as a complete packet and emailed to [coeapp@gvsu.edu](mailto:coeapp@gvsu.edu). The following documents are required when submitting your teacher assisting application to the College of Education:

Forms are linked in application checklist above

- Completed Application Form
- Personal Recommendation
- CLAS Major Advisor Recommendation Form
- COE Advisor Recommendation Form
- Verification of Experience (25 Hours) Form
- Résumé

## **SOME QUESTIONS AND ANSWERS ABOUT YOUR APPLICATION AND SUBSEQUENT PROCEDURES**

You are about to submit an application for field placement to the College of Education. Many students have asked the following questions regarding what happens once the application has been received. We hope that you find the following information helpful as you wait to hear about the decisions which need to be made by the College of Education office.

**Question:      How long will it be before I know whether or not I've been accepted?**

**Answer:**      All applications are carefully reviewed. Therefore, it may be as many as six weeks before you will hear from the College of Education. A letter indicating the decision will be mailed to you at the local address given to us on your application. You will also receive information regarding New Student Orientation.

**Question:      When can I register for my Teacher Assisting and its required courses?**

**Answer:**      Admitted student will be provided authorization to register for their teacher assisting courses after attending New Student Orientation. All applicants regardless of admission status will be invited to attend New Student Orientation.

**Question:      Once I have been accepted into the College of Education, when will I be informed of my Teacher Assisting placement?**

**Answer:**      It takes several weeks for your Placement Specialist to facilitate placements for all College of Education applicants. You will learn of your tentative placement by mail and/or email as the placements are secured.

**Question:      What does a "tentative placement" mean?**

**Answer:**      You will receive a form from the College of Education informing you of your tentative placement. You are required to complete an interview with the Cooperating Teacher and/or Principal with the school to which you will be tentatively assigned. If you are accepted for that field placement, the mentor teacher and/or building administrator will sign the placement form. The student will return the placement form either by mail or email to College of Education. If for some reason, the first interview does not result in a placement, the Placement Coordinator will locate a second placement for you.

**Question:      How should I conduct myself during the interview?**

**Answer:**      Dress professionally as though you were going for a job interview. Answer all questions honestly and clearly. It is also good idea to refer to their website prior to the interview to familiarize yourself with the district and to take copies of your résumé to the interview.

**Question:      When should I have CPR/First Aid training completed?**

**Answer:**      CPR (Adult/Child) and First Aid training should be completed during your final semester of Student Teaching and needs to be taken through the American Red Cross, American Heart Association, Medic First Aid, American Safety and Health Institute (ASHI) and the National Safety Council to qualify.

**Question:      When do I take my Subject Area Tests for teacher certification?**

**Answer:**      Subject Area Tests should be taken when your majors, minors and/or endorsement coursework have been completed.



## Secondary Teacher Assisting Application-EDI 331

I wish to be considered for a field placement in Secondary Student Teaching  
for the Fall/Winter  
semester of

First Name:

Middle Initial:

Last name:

Former Name(s):

Student ID: G

Date of Birth:

GVSU E-mail Address:

Local Address:

Phone:

Home/Permanent Address:

### Declared GVSU Majors/Minors

Content Major 1:

Major: Education

Content Major 2:

Content Minor 1:

Content Minor 2:

Are you planning to study abroad through the College of Education to receive a Certificate of International Teaching Experience, Yes or No?

#### College of Education use only:

Admission Status: (eligible, eligible pending, denied/secondary review or denied)

Cum GPA:

Major 1 GPA:

Date:

EDF 315

Major 2 GPA:

Review's Initials:

PSY 301

EDU Major GPA:

Status Details:

EDS 337/339

Minor 1 GPA:

EDS 379

Minor 2 GPA:

# Field Placement Information

**High School Attended:**

**School District:**

**Year Graduated:**

Have you ever been admitted to a teacher preparation program?

If yes, where?

When?

**Please List all field placements for Teacher Assisting and Student Teaching**

Include District, Building, Grade level and 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 will be used if left blank.**

**Commuting Address:**

## Placement Considerations:

**Please include any special considerations regarding field placement accommodations (example: Will need placement along bus route.)**

# 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. Have you ever been convicted of any felonies, Yes or No?
2. Have you ever been convicted of any misdemeanors, Yes or No?
3. Have you ever admitted responsibility for a Civil Infraction (excluding speeding tickets), Yes or No?
4. Do you have any charges pending, Yes or No?
5. Have you ever had a teaching/administrator certificate or school counseling/psychologist license denied, revoked or suspended, Yes or No?
6. Are you currently employed by a school district, Yes or No?

If you answered "Yes" to questions 1, 2 or 3, **PLEASE ANSWER THE FOLLOWING QUESTIONS FOR EACH OFFENSE.**

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

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.**

**First and Last Name**

**Date**

# Verification of Understanding and Signed Consent to Release Educational Records

Pursuant to federal law, the Family Educational Rights and Privacy Act of 1974, as amended, (FERPA) requires, subject to specific exceptions, Grand Valley State University to have written permission from its students before releasing any information from a student's educational record.

The academic requirement of Grand Valley State University's College of Education mandates that each of its students complete teacher assisting and student teaching field practicum. In order for field placements to be made by the College of Education, it must be permitted to disclose students' records to school districts, which are prospective placement sites for the students to complete their practicum requirements. Student records include all educational records maintained by the University on behalf of the student. Further, post students' graduation from Grand Valley State University, we are frequently asked to provide employment recommendations. In order for these recommendations to be made by the College of Education, we also need to have permission granted to disclose student records maintained by the University on behalf of the student.

In recognition of the above, applications for admission into the College of Education must include this signed consent to release education records.

Please read both of the following statements. By initialing both of these statements, you are agreeing to authorize a representative of Grand Valley State University permission to release pertinent records regarding your education history at our institution:

\_\_\_\_\_ I authorize a designated representative of Grand Valley State University to release my educational records to school districts in which I may be placed for either teacher assisting or student teaching. This consent does not require the release of such educational records, if, in its sole discretion, the University deems it unnecessary to do so, nor does the release of educational records guarantee my placement at any school district.

\_\_\_\_\_ I authorize a designated representative of Grand Valley State University to release my educational records to school districts in which I may be an applicant for a paid position, including but not limited to the position of teacher. This consent does not require the release of such educational records, if, in its sole discretion, the University deems it unnecessary to do so for the purpose of employment outside of the University.

I acknowledge that I may review my educational records maintained by the College of Education provided I submit my written request to the Dean of the College of Education three (3) business days in advance and that such review will take place between 8:00 a.m. and 5:00 p.m., Monday through Friday on days Grand Valley State University is open for business. The University's policy on the Family Educational Rights and Privacy Act of 1974, as amended, as stated in Section 209 of the Student Code shall govern all other aspects of my educational records and Live Scan results.

Grand Valley State University, its Board of Trustees, officers, employees, agents are hereby released from legal responsibility or liability for the release of such information and records as authorized by this consent form.

- ◆ I have read the above consent information and give willful consent of all its terms and conditions.
- ◆ I agree to the release of my educational records under the above detailed circumstances.

**First and Last Name**

**Date**

- ◆ 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.

**First and Last Name**

**Date**