



## APPLICATION FOR STUDENT TEACHING

Check which course you are applying for:

- SPED 409 Directed Student Teaching  
 EDUC 497: Introductory Supervised Teaching  
 EDUC 497B: Introductory Supervised Teaching

**Please complete all areas of the application. Do not turn in this application unless all requirements have been completed by the assigned due date below.**

**All applications must be cleared by a credential analyst before being returned to the Office of Clinical Teaching & Fieldwork Experience.**

**Applications turned in after the listed deadlines will not be considered. Incomplete or ROC applications will be returned.**

I have made an appointment with a Credential Analyst to clear this application before turning it in.

### Student Information:

Name:  Student ID:   
Street:   
City:  Zip Code:   
Primary Phone:  Email: @laverne.edu\*

\* Note that all correspondence will be through your La Verne email account. Please check this account daily.

Mild/  
Moderate                      Dual: Multiple Subject &  
Mild/Moderate

### Start Date Requested: *(please check one)*

Fall Term/Semester Courses	Application Deadline	<b>August 1</b>
Winter Term Courses	Application Deadline	<b>November 15</b>
Spring Semester Courses	Application Deadline	<b>November 15</b>
Spring Term Courses	Application Deadline	<b>February 15</b>

### Placement Information:

Not Under Contract

**Please identify the following for where you completed the majority of your  
Early and Pre-Clinical Fieldwork assignments:**

District:

School:

Teacher:  Grade Level:

Teacher Email:

Subject Area   
(single subject only)

University Supervisor:

**Special Notes**  
(Example: Your current School-Site Supervisor cannot have a student this semester)

Under Contract ~ Intern       Under Contract Private School

District:

School:

Public                       Charter                       Private

Address:

City:                       Zip:

Principal:

School-Site Support Provider:

Grade Level(s):  Assignment(s):

School Phone:  Extension:

University Supervisor:

**Requirements:**

The following must be verified by both a credential analyst and the Clinical Teaching & Fieldwork Experience Office prior to being cleared to register for EDUC 497 & EDUC 497B.

Please make sure to submit any supporting documents to your credential analyst in order to demonstrate your completion of the requirements below.

	<u>Student Completes</u> Semester/Date Completed	<u>University Completes</u> University Verified
Writing Competency (passed)	_____	<input type="checkbox"/>
TB Clearance	_____	<input type="checkbox"/>
Certificate of Clearance	_____	<input type="checkbox"/>
CBEST		
<ul style="list-style-type: none"> <li>CBEST competency does not need to be met prior to student teaching for spring 2021. The CBEST must be passed before a candidate can apply for a Preliminary Credential.</li> </ul>	_____	<input type="checkbox"/>
Health Course	_____	<input type="checkbox"/>
U.S. Constitution	_____	<input type="checkbox"/>
Speech Requirement	_____	<input type="checkbox"/>
CPR (infant, child, adult)	_____	<input type="checkbox"/>
CSET		
<ul style="list-style-type: none"> <li>CSET competency does not need to be met prior to student teaching for spring 2021. All CSETs must be passed before a candidate can apply for a Preliminary Credential.</li> </ul>	_____	<input type="checkbox"/>
RICA		
<ul style="list-style-type: none"> <li>RICA will be postponed for spring student teaching. However, the RICA is still a requirement to apply for your Clear Credential.</li> </ul>	_____	<input type="checkbox"/>
GPA ( $\geq 3.0$ )	_____	<input type="checkbox"/>

**Course Work:**

Dual Credential

Mild/Moderate

Student  
Completes  
Semester  
Completed

Grade

University  
Completes  
University  
Verified

EDUC 425	EDUC 425	_____	_____	<input type="text"/>
EDUC 426	EDUC 426	_____	_____	<input type="text"/>
EDUC 440	EDUC 440	_____	_____	<input type="text"/>
EDUC 443	EDUC 443	_____	_____	<input type="text"/>
EDUC 491	EDUC 491	_____	_____	<input type="text"/>
<input type="text"/>	<input type="text"/>	<b>Student Completes</b>	Grade	<b>University Completes</b>
Dual Credential	Mild/Moderate	Semester Completed		University Verified
EDUC 492	EDUC 492	_____	_____	<input type="text"/>
SPED 420	SPED 420	_____	_____	<input type="text"/>
SPED 421	SPED 421	_____	_____	<input type="text"/>
SPED 422	SPED 422	_____	_____	<input type="text"/>
SPED 430	SPED 430	_____	_____	<input type="text"/>
SPED 450	SPED 450	_____	_____	<input type="text"/>

**To Be Completed by a Credential Analyst Only:**

The above requirements were verified by a credential analyst.

Credential Analyst  
Signature: \_\_\_\_\_

**Policies & Procedures:**

**All registration holds from the university must be cleared.**

**Placement Policies**

- EDUC 497, & EDUC 497B are full-day supervised teaching experiences conducted over a five-week period.
- SPED 409 requires full-day supervised teaching experiences conducted over a ten-week period.
- Placement for Traditional Student Teaching is assigned based on the district, school-site, School-Site Supervisor, grade, and subject where the majority of Early and Pre-

Clinical Teaching was completed, as long as the placement meets the credential being earned.

- Placement for Intern Teaching must be at a pre-approved district with whom we have an MOU.
- Illness or approved exceptions are the only excuse for not being at your assigned classroom for the entire Clinical Teaching experience. You are not permitted to take any day off from Clinical Teaching to complete Cycle 1 TPA assignments.
- Being removed from a fieldwork or student teaching placement by a district, site, or a supervisor, is a serious concern that is addressed on a case-by-case basis. A student study team of multiple faculty members will meet to hear concerns and come to a consensus on next steps. If it is determined the student was removed for a serious offense, they will not be allowed to continue in the credential program. The team can also determine that the student will receive a new placement in order to demonstrate they have grown in the areas of concern. If the student is removed from the second placement, there will not be a third placement. The student will not be allowed to continue in the program.
- Please do not make arrangements with your company for leave until you have received a confirmed placement from the Clinical Teaching office.
- All confirmed district, school, and grade level placements will be final and no changes will be made.
- The Office of Clinical Teaching and Fieldwork Experience is responsible for placement communications. Please do not contact the school or district for placement unless directed to do so.
- Further policies are provided in the SPED 409, EDUC 497 and EDUC 497B syllabi.

I have read the above policies regarding Placement.

Student Initials:

### **TPA Policies**

- **Cycle 1 TPA (Multiple Subject candidates only)**

TPAs have been postponed for spring 2021 student teaching. TPA 1 will need to be completed before a candidate can apply for a Clear Credential.

I have read the above policies regarding TPAs.

Student Initials:

### **CBEST Requirement**

CBEST competency does not need to be met prior to student teaching for spring 2021. The CBEST must be passed before a candidate can apply for a Preliminary Credential.

I have read the above policies regarding CBEST.

Student Initials:

### **CSET Requirement**

CSET competency does not need to be met prior to student teaching for spring 2021. All CSETs must be passed before a candidate can apply for a Preliminary Credential.

I have read the above policies regarding CSET.

Student Initials:

### **RICA Requirement**

RICA will be postponed for spring student teaching. However, the RICA is still a requirement to apply for your Preliminary Credential.

I have read the above policies regarding RICA.

Student Initials:

### **Posting of Grades**

- Grades will be posted at the end of the registered semester.

### **Required Seminars**

All seminars for SPED 409, SPED 459, EDUC 497/497B meetings are **mandatory**. If any meeting is not attended, it may result in removal from SPED 409, SPED 459, EDUC 497 or EDUC 497B, as well as a failing, or no credit grade. Please see the syllabus for further information.

Please note that coaching responsibilities, employment, etc., do not excuse you from attending these required seminars.

I have read the above policies regarding the posting of grades and required Seminars.

Student Initials:

**By signing below, you are agreeing that you have read the above policies and procedures for SPED 409, SPED 459, EDUC 497 and EDUC 497B and agree to any consequences related therein.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

**Please print this completed Clinical Teaching Application form and email it with you,  
any supporting documents, to your program advisor.**