

STEPS FOR APPLYING FOR ADMISSION TO THE STUDENT TEACHING PROGRAM OF COLLEGE OF THE OZARKS

Requirements you must have before admission to Student Teaching Program:

1. You must have been admitted to the Teacher Education Program.
2. You must have at least a 2.7* GPA in your major field.
3. No grade less than a 'C-' in required education (professional) and major (content) field courses.
4. You must have at least a 2.7* Cumulative GPA.
5. You must have completed all course requirements except for Teacher Assistant and Student Teaching, or made prior arrangements with Dr. Swofford.

Required forms you must have on file in the Education Department before your application is taken to the Teacher Education Committee:

1. The **COLLEGE OF THE OZARKS APPLICATION FOR STUDENT TEACHING** form, filled out in its entirety. Be sure to obtain your advisor's signature and date, as well as the signature of your major department's Teacher Education Committee representative and date. If your advisor is also the committee representative for the department, he/she may sign on the advisor line and on the TE Committee line or you may ask another committee member to sign.
2. The **AFFIDAVIT OF MORAL CHARACTER FOR TEACHER CERTIFICATION PURPOSES - MISSOURI** form, filled out in its entirety and *signed in the presence of* a notary public.
3. The **STUDENT TEACHER APPLICANT'S CURRENT COURSES AND COURSES LACKING** form must be filled out in its entirety. It must be signed by Dr. Swofford if you have any courses other than EDU441 and 45V outstanding.
4. One **TEACHER DISPOSITIONS** rubric completed by your advisor.
5. One **TEACHER DISPOSITIONS** rubric completed by a faculty member in your major field who is aware of your academic and professional growth.

Items required prior to Student Teaching (but not required for ST Program application process):

1. You must have passed the **state-designated exit exam** (currently Praxis) in your specialty area for the state of Missouri.
2. You must have proof of **PERSONAL LIABILITY INSURANCE**. This insurance is available through S-MSTA for members. Contact an S-MSTA Officer or the Education Office for further information.
3. You must have your **Fingerprinting/Criminal Background Check** completed and proof provided to the Education Office.

**Unless C-BASE exam was taken for the first time prior to August. 27, 2012, in which case minimum GPA will be 2.6 for Student Teacher Program.*

*It should also be noted that any student entering the teacher education program in Fall 2013 or following will be required to document a minimum cumulative GPA of 2.75, a minimum content GPA of 3.0, and a minimum professional education GPA of 3.0 by the completion of the program **in order to obtain teacher certification in Missouri.***

COLLEGE OF THE OZARKS
APPLICATION FOR STUDENT TEACHING

Last	First	Middle	Maiden
NAME			

SOCIAL SEC. #	DATE OF BIRTH:	ADVISOR
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PERMANENT ADDRESS

CURRENT ADDRESS

PERM. PHONE #	CURRENT PHONE #
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REQUEST FOR PERMISSION TO ENROLL IN STUDENT TEACHING:

I hereby request permission to enroll in Teacher Assistant (EDU441) and Student Teaching (EDU45V) during the _____ semester of 20____. At that time I will have completed all program requirements, including passing the Praxis II Specialty Test or other state-designated exam for my certification area (any exceptions are noted here):

INTENDED BACHELOR'S DEGREE: (circle one) BA or BS	ACADEMIC MAJOR:
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I will seek teaching certification in

☐ Elementary (1-6)

☐ Secondary (9-12) in the subject area of _____

☐ K-12 in the subject area of _____

I will be seeking endorsement (middle school, early childhood, etc.) in:

Subject area: _____	Grade Level: _____
Subject area: _____	Grade Level: _____

I understand that approval by the Teacher Education Committee is given under the assumption that *I will maintain standards and continue to meet requirements* for the program. These include maintenance of the minimum cumulative GPA required for permission to enroll in student teaching.

APPLICANT'S SIGNATURE	DATE:
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We, the undersigned, have reviewed the application of this candidate and make the following recommendation:

ACCEPT: Yes No	ADVISOR SIGNATURE	DATE:
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ACCEPT: Yes No	T.E. COMMITTEE REP. SIGNATURE	DATE:
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AFFIDAVIT OF MORAL CHARACTER FOR TEACHER CERTIFICATION PURPOSES - MISSOURI
College of the Ozarks

LAST NAME	FIRST NAME	MIDDLE I.	SS#	BIRTHDATE
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Section 168.031 of the MISSOURI SCHOOL LAWS mandates that “no person shall receive or hold any certificate (to teach) who does not present evidence of good moral character.” To carry out this requirement imposed by statute, it will be necessary for you to complete this form, which will become a part of your Teacher Education file.

In addition to completing the notarized form below, the applicant is required to submit references from his/her advisor and a faculty member in his/her major area via Teacher Dispositions rubrics. This notarized affidavit shall be submitted to the Certification Officer of the College of the Ozarks at the time application is made for student teaching. These documents will be used in the screening process for student teaching by the Teacher Education Committee and by the Certification Officer in the certification process.

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|--|-----|----|
| 1. Have you ever been charged with, convicted or entered a plea, including a plea of <i>nolo contendere</i> , to any felony or misdemeanor whether or not sentence was imposed or suspended, except minor traffic violations? | Yes | No |
| 2. Have you ever been denied a professional license, certificate, permit, credential, endorsement or registration? | Yes | No |
| 3. Have you ever had a professional license (except for driver’s license) certificate, permit, credential, endorsement or registration disciplined, suspended, revoked, reprimanded, restricted, curtailed or voluntarily surrendered, or do you have any pending complaints before any regulatory board or agency, or is there any investigation or adverse action now pending against you? | Yes | No |
| 4. Have you ever resigned, been restricted, disciplined, or discharged from any position, including the armed forces, while under suspicion of having engaged in criminal, immoral, unethical behavior or unprofessional conduct, or are you under investigation for any such charge? | Yes | No |
| 5. Have you ever been removed from a Teacher Education Program for any cause other than low grades? | Yes | No |

I attest that the responses I have made to the above questions are true statements, and I understand that falsification may be considered sufficient cause for denial of approval for student teaching and/or recommendation for certification in teaching.

APPLICANT’S SIGNATURE

DATE

State of Missouri

County of _____

Subscribed and sworn to before me this _____ day of _____, 20 ____.

at _____.

NOTARY PUBLIC

(SEAL)

If any of the above questions were answered “yes”, please explain. (Use the back of this sheet if necessary.)

STUDENT TEACHER APPLICANT'S CURRENT COURSES AND COURSES LACKING

Name: _____

Date: _____

Advisor: _____

Advisor Dept.: _____

List courses you are taking current semester:

COURSES	HOURS
Total	

List courses you will still lack *after* current semester:

COURSES	HOURS	I intend to take these classes (where and when)
Teacher Assistant (1 hour)	1	n/a
Student Teaching (10 PT – 11 FT Hours)	10-11	n/a
Total		

Note:

- If you have listed courses lacking after your current semester (courses that would need to be taken during or following student teaching), you must meet with Dr. Swofford for review and approval (signature).
- If you are not lacking any courses, this form does not need to be signed by Dr. Swofford.

I have reviewed the courses lacking and approve the plan for course completion as noted above.

Signature: _____

Director of Teacher Education

STUDENT TEACHER PROGRAM APPLICATION TEACHER DISPOSITIONS

Dispositions are behaviors that constitute the habits of one's lifestyle and are often referred to as "temperaments." As a reflective practitioner, C of O teacher candidates are expected to exhibit desirable dispositions that enhance student learning and support the mission of the College and the Conceptual Framework of the Teacher Education Program. Please check the box for each disposition category that best exemplifies the student teacher's dispositions. "Meeting Expectations" is the category that will apply to most student teachers who do a successful job. "Outstanding" is reserved for those categories where the candidate performs well above "typical" student teaching behaviors. If you wish to comment on any of the indicators below each category, please feel free to do so. You may make notes on this page or on the back.

Student Name: (please print below and place signature to right)	<i>With my signature, I am waiving my right to review this form upon completion.</i>		
Student Signature:			
Cooperation and Teamwork Works effectively with others; Practices patience and empathy; Is willing to follow advice from mentors and teachers; Seeks assistance and asks questions when appropriate; Responds appropriately to constructive criticism; Is willing to LISTEN to others; Exhibits appropriate social skills	Needs Improvement	Meets Expectations	Outstanding
Respect and Ethical Behavior Demonstrates fairness and respect to ALL students, colleagues, administrators, parents, etc.; Maintains appropriate relationships with students; Respects confidentiality	Needs Improvement	Meets Expectations	Outstanding
Responsibility and Commitment Is punctual and present for all required activities; Completes plans and projects on time; Is organized and prepared; Performs work that reflects best efforts; Models behaviors that positively impact student learning; Accepts responsibility for own actions; Is passionate about teaching and learning	Needs Improvement	Meets Expectations	Outstanding
Grooming and Dress Dresses and grooms in appropriate manner for setting	Needs Improvement	Meets Expectations	Outstanding
Personality Is positive person who can exhibit the joy of teaching; Demonstrates a commitment to the profession (attends SMSTA, Kappa Delta Pi, Convos, Conferences, Mtgs. etc.)	Needs Improvement	Meets Expectations	Outstanding
Reflections and Flexibility Exhibits a willingness to adapt teaching strategies; Integrates theories with practice; Thoughtfully considers suggestions for improving instruction; Reflects on information and experiences to modify behaviors that enhance student learning	Needs Improvement	Meets Expectations	Outstanding

EVALUATION COMPLETED BY (CHECK ONE)

☐ ADVISOR

☐ PROFESSOR IN MAJOR FIELD

Signature _____ Date _____

Upon completion and signature, please return this form to the Education Department. Thank you for your assistance.

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____ ADVISOR

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