



Mars Hill College Department of Teacher Education 2006-2007 Student Teaching/Internship Application Information

Elementary Education (K-6)
Middle Grades (6-9)
Special Education (K-12)
English as a Second Language (K-12)
Specialty Area Licensure (K-12)
Secondary Education (9-12)

Complete and return the following documents to the Education Department, Nash Education Hall by 5:00 pm on **September 15, 2006** for placement in the Spring 07 semester and **February 15, 2007** for placement in the Fall 07 semester. This page of information should be retained for your records, but all remaining documents must be returned by the due date to receive a placement for the desired semester.

The completed **Health Examination Certificate** must accompany the application placement. The Student Teaching/ Internship Application will not be complete without this form. The Health Examination Certificate may be completed by the MHC Infirmary (if you are a full time student), the local Health Department, or your own physician. Be sure that you note the TB Test information posted with the health form. **School systems will not officially acknowledge your student teaching assignment and may not allow you to report to your school until your completed health form has been filed.**

***** Ten-week student teachers who are employed as assistants in the county where they are student teaching meet these health requirements.**

Candidate's Responsibilities

It is your responsibility to keep us informed of changes.

1. If you plan to postpone student teaching, you must immediately provide written notice to your program coordinator with a copy to the Teacher Education Department Chair.
2. If you plan to withdraw from the Teacher Education Program, you must provide written notice to your program coordinator with a copy to the Teacher Education Department Chair.
3. Report any changes in your address, phone number, and/or email address to the administrative assistant in the Teacher Education Department.

We will consider your stated preferences regarding grade level, subject area and/or site, but we cannot guarantee that you will get your first choice. You are obligated to accept the position offered. Arrangements for transportation and housing are the responsibility of the teacher education candidate. You are to refer to the policies governing the placement of student teachers in the Teacher Education Handbook on the Education website; see Transition 3. To access the handbook online, go to <http://www.mhc.edu/education/pdf/TeacherEducationHandbook.pdf>.

The student teaching semester or internship will require your full-time commitment. During this semester, you may register only for course required by the program and in accordance with the policies governing coursework taken during the professional semester/ internship. Student teachers and interns may not engage in part-time work during the practicum without the prior written consent of the program coordinator and the clinical supervisor. Prior consent is also required for those who wish to participate in time-consuming extracurricular activities, including, but not limited to college-sponsored sports, band, sorority activities, etc. Extra-curricular activities on or off campus must not interfere with student teaching duties, including after-school responsibilities and meetings or clinical supervision seminars, workshops, or meetings. Contact your program coordinator if you have questions about this guideline.

You must provide the Teacher Education Department with a criminal background check. Please contact the administrative assistant in the Teacher Education Department for an application. There will be a fee. You must comply with this request in order to be eligible to work with public school students.

During the student teaching semester (professional semester), candidates will comply with the policies, procedures, and rules of the school system to which they are assigned. Such regulations include work hours, vacation schedules, attendance at meetings, extra-curricular assignments, and dress and grooming guidelines. Student teachers and interns will observe the same calendar of the host school or school system.

Before the beginning of the professional semester, there will be a final screening to confirm that you are eligible to student teach. If you have not met all preliminary requirements set by your program, you may be required to cancel your semester registration and forfeit your student teaching placement. If you suspect that you may be in jeopardy of becoming ineligible, you must contact your program coordinator and the department chair immediately.

Please review all policies listed in the Teacher Education Handbook, available online at <http://www.mhc.edu/education/pdf/TeacherEducationHandbook.pdf>.

Mars Hill College Teacher Education Department

Student Teaching/Internship Placement Application



Personal Information

Name _____
Last First Middle Maiden Prefer to be called

MHC ID# _____ Email Address _____
personal MHC

Permanent Address _____
Street Address or PO Box City State Zip

Telephone Numbers: _____
Home Cell Work

If you live on-campus, please list your campus mailbox and phone number below:

MHC Box _____ Dorm Phone #: _____

Program Information

Program Area (circle one) Elem. Ed Middle Grades ESL Special Education
Secondary Specialty Area

Licensure Area(s): _____
(If Middle Grades, list first and second concentration areas)

Anticipated graduation or program completion date: _____
semester/year

Expected degree: _____

Institutional Use ONLY

First day to report for observation: _____
Dates of full-time assignment: Beginning _____ to/through _____
School system confirmed with school: _____
Cooperating Teacher _____ Grade Level/Subject Area _____
Completed by: _____ Date: _____

Student teaching placements will be in the following school systems: Madison, Yancey, Buncombe, Asheville City, Haywood, McDowell, Henderson, Mitchell, and Transylvania

Placement Preferences:

Grade level preferred for elementary education, middle grades, ESL, and special education

1st choice _____ 2nd choice _____ 3rd choice _____

Subject preference for secondary education:

1st choice _____ 2nd choice _____ 3rd choice _____

School Placement Preference for all candidates

1st choice _____ 2nd choice _____ 3rd choice _____

Special needs or circumstances which might affect my placement: Please tell us about transportation problems, family considerations, medical conditions, etc.

Educational Data: (provide school name, city, county, state, date attended, grade completed or degree)

Undergraduate (Licensure Only Students) _____

High School: _____

Middle/ Jr. High _____

Elementary: _____

Additional schools or colleges attended _____

Emergency Contacts

<i>Name</i>	<i>Relationship</i>	<i>Day phone</i>	<i>evening phone</i>
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<i>Name</i>	<i>Relationship</i>	<i>Day phone</i>	<i>evening phone</i>
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Handwritten responses are preferred. Applicants should use black ink. All responses must be recorded in the space provided. These essays will be forwarded to the school system, school, and cooperating teacher and/or college supervisor.

1. Please provide a brief autobiographical statement.

Health (Health Form must be completed and submitted to the Education office in Nash Education Hall on or before the application deadline)

Have you been under a doctor's care during the past two years? ____yes ____no

Are there any medical conditions the school system or the Education Department should be aware of?

If Yes, Please explain briefly _____

1. Student teachers/interns are expected to abide by the calendar observed by the host school district and by all schedules and policies in effect in the school to which they are assigned.
2. Student teachers/interns will be assigned to schools without regard to the gender or race of the applicant.
3. Student teachers/interns are responsible for the expense of a criminal background check.
4. Student teachers/interns are responsible for the required health exam.

Signature of Student Teacher *Date*

Recommendation of Teacher Education Program (please submit recommendation check sheet to the administrative assistant in Teacher Education Department)

Program Coordinator (*e.g. Elementary, Special Ed, ESL, Spanish, Music*) Date

Coordinator of Secondary and Specialty Area Education Date