INSTRUCTIONS FOR FALL 2020 – SPRING 2021
STUDENT TEACHING APPLICATION

Please read all the instructions before completing the application. Application and supplementary forms are located on the Student Teaching web page:
http://www.calvin.edu/academic/education/info/st/internship.html#eligibility

1. Application Due Date for all Student Teachers is December 1, 2019. However, please fill out as soon as possible—it will only take a few minutes to complete.

2. Supplementary forms (Resume, Course Information Form, Commitment Form) are due:
   - February 1, 2020: Fall 2020 Student Teachers
   - March 1, 2020: Spring 2021 Student Teachers

   Students participating in a semester abroad (Spring 2019) must submit their application BEFORE leaving. Resume must be edited by the Career Center office, by appointment or open hours. See resume instructions.

3. Late Fees:
   Any application received after the December 1 deadline will require a $30.00 late fee.
   Applications will NOT be accepted after April 15, 2020, without the permission of the Dean of Education.

4. Eligibility:
   Students must be eligible for student teaching the semester PRIOR to student teaching.
   Eligibility requirements:
   Minimum GPA of 2.5 overall AND in your major(s) and minor(s).
   Major/Minor departmental requirements, such as departmental screening tests or prerequisite courses.

5. Schedule:
   Fall & Spring Semester: General Elementary Education.
   Fall Only: Secondary: Math, Science, PE.
   Spring Only: Special Education, Secondary: Art, English, World Languages, Music, History/Social Studies. (Please note: English & World Languages require passing dept proficiency tests three months prior to student teaching).

6. Submitting Application:
   Electronically submit as attachments to: Gwen Buteyn, Education Department, gb23@calvin.edu

Note: You need to submit an application (by Dec 1, 2019) and three supplementary forms (by Feb 1 or March 1). We will notify you by e-mail when we receive the application or supplemental forms. If you do not receive verification please contact us.

7. Application Process:
   The Education Department is responsible for all assignments. Do not try to arrange your own placement as Calvin University must follow the procedures of the school district. If you have a request please state it on the application, however, we encourage you to be open to a variety of experiences (types of schools, grade levels, or location). Your past classroom experiences, availability of placements and the date we received your application are factors in determining your placement. Contact Gwen Buteyn, Education Dept. with any questions: gb23@calvin.edu
8. Resume Changes:
You may need to update your resume between the time you submit your application and the start of your student teaching semester. PLEASE KEEP YOUR RESUME ELECTRONICALLY so you can make changes and re-submit if needed.

9. Attendance Expectations for Student Teachers:
During the semester of student teaching, Calvin students are required to follow the calendar for the K-12 school in which they are placed, not the Calvin calendar. Calvin student teachers will participate in school in-services, professional development days and observe the holiday breaks included in their school calendar. Student teachers are not eligible for “personal days” during this semester internship with the exception of time needed for interviewing for a teaching position.
**For fall placements:** Students are often required to begin at a date earlier than the college. A number of area K-12 schools begin prior to Labor Day. Often there are in-service days, staff development events, and open house opportunities that precede the start of the school year. Student teachers are encouraged to attend.
**For spring placements:** The semester generally starts the Monday following Calvin’s Interim break. Students are required to follow the spring break recess of the K-12 school placement, not Calvin’s spring break. This policy applies to all students including athletes and students in music programs and ensembles. Exceptions to this rule may only be granted through an appeal to the Calvin Dean of Education.

10. Transportation:
Transportation to your school is YOUR responsibility. If you will not have a car, please indicate it on the application and we will try to place you with other Calvin students or within the city bus line limits; however, we cannot guarantee this. We make an effort to place all students within a 50 mile radius of Calvin University, however many quality placements are NOT close to Calvin so do not expect a close placement (especially secondary students). Calvin University student teachers may receive a transportation subsidy if the distance between the school placement and Calvin exceeds 10 miles. Students who have requested a placement that is more than 10 miles from Calvin will not be eligible. Students who qualify will be sent a check at the end of the semester. For the breakdown of subsidy amounts: [http://www.calvin.edu/academic/education/info/st/internship.html#fees](http://www.calvin.edu/academic/education/info/st/internship.html#fees)

12. Certification:
It is important that you become certified by the State of Michigan even if you do not plan to teach in this state. Subject area MTTC tests must be taken and passed and you must be currently certified in CPR/First Aid in order to apply for your certificate. More information will be e-mailed to you or contact Shari Brouwer at smb23@calvin.edu

13. Discontinue/Postpone Program:
If you decide to postpone student teaching or discontinue the Education Program please notify our office immediately. You will need to re-apply if you would like to continue at a later date.

**If you have any questions please contact-**  
Gwen Buteyn, Field Placements  
Education Department  
gb23@calvin.edu  
616-526-6206