



College of Liberal Arts  
 Department of Education  
 NCATE Accredited  
**NCATE**  
 The Standard of Excellence  
 in Teacher Preparation

Morton Hall Rm. 232-K  
 Huntsville, Alabama 35899  
 Phone: 256-824-6180  
 Fax: 256-824-2387  
[www.uah.edu](http://www.uah.edu)

## STUDENT TEACHING APPLICATION FORMS

Keep copy for your records.

### STUDENT INFORMATION SHEET

Please read carefully and follow instructions. You will be responsible for all requirements.

**Applications deadlines for student teaching are:**

- **January 30 for fall semester student teaching**
- **June 30 for spring semester student teaching.**

1. Complete the Student Teaching Application, Personal Data Form, and the Field Experience Summary.
2. Make one copy of all documents in the application packet, except field experience logs.
3. Attach a passport-size photo to the front of the each set of documents in the packet.
4. Attach Field Experience Summary Report and copies of field experience logs to verify completion of minimum of 200 hours.
5. Attach a one-two page essay telling what you hope to learn from your student teaching and your strengths and areas of need as a teacher candidate
6. Submit all documents to the Education Office (MH 232K) according the above listed deadlines.
7. Report any change of address, phone number, or name after the time you submit your application to the Department Office (MH 232K).
8. You will receive notification of acceptance following a thorough review of your transcript, field experience logs, and Praxis II scores. Placements will be made once all requirements have been verified.
9. After receiving notification of placement you may schedule a visit with you cooperating teacher(s).
10. You will receive notification of all orientation sessions. Attendance at all orientation sessions is mandatory.

Thank you. Call Education Department (824-6180) if you have any questions!

## **ADDITIONAL INFORMATION**

### **Requirements for Admission**

The following additional criteria must be met before the student teaching assignment is made.

1. A grade point average of 2.5 in all work attempted to date with no grade lower than a "C"; a GPA of 2.5 in all work attempted in the major field; and a GPA of 2.75 in all work attempted in Education courses.
2. Satisfactory completion of all General Education Requirements on POS.
3. Elementary Education candidates, completion of the following courses is required before enrolling in student teaching; ED 301, 305, 308, 309,310, 350, 315, 371, 372, 373, 374, 375, 405; PY 201; EDC 301 and EDC 311 and all courses in your second area of study.
4. Secondary Education candidates, completion of the following courses before enrolling in student teaching: ED 301, 305, 308, 309, 350, 408, 416, 410; PY 201; EDC 301 and EDC 311. Candidates must also complete all teaching field courses.
5. P-12 candidates, completion of the following courses before enrolling in student teaching: ED 301, 305, 308, 408; PY 201; all music methods courses.
6. Graduate candidates, completion of all graduate education courses.
7. Verify minimum of 200 hours of field experiences.
8. Passing score on APTT: Basic Skills and Praxis II test for your content area.

### **Selection and Registration for Internship Semester**

During the semester before the applicant wishes to student teach, the Chair of the Department of Education and Certification Officer review each application. A thorough audit of all requirements is made and eligibility is determined. Candidates receive a letter informing them of the results of the audit, and are advised to meet with the Department Chair to discuss any questions they have about the audit.

#### **If approved, candidates will be registered for the appropriate internship.**

- Elementary students, ED 493;
- Secondary Education students normally sign up for ED 497;
- Art and Music students normally sign up for ED 499;
- Graduate fifth year students, ED 698.
- Students desiring dual certification should meet with the Department Chair.

### **Orientation for Student Teaching**

Candidates are required to attend introductory orientation workshops prior to beginning their internships. Candidates who do not attend the orientation workshops will not be permitted to begin their internships. Student teaching assignments and the name of their assigned University supervisor are identified at the orientation workshops.

### **Weekly Seminars**

Candidates are required to attend weekly seminars (Tuesdays 4-5:00) on the UAH campus.

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE  
DEPARTMENT OF EDUCATION  
PERSONAL DATA FORM**

Attach passport-size  
photo with glue. Do  
not staple or tape  
photo.

Name \_\_\_\_\_  
  Last  First  Middle/Maiden

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Current Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Permanent Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email Address \_\_\_\_\_

=====

Major/Certification Area(s): \_\_\_\_\_

Anticipated Graduate Date: \_\_\_\_\_ Internship Semester: \_\_\_\_\_

Extra Curricular Activities

High School	
University	

Provide additional information about yourself that you feel would be helpful to a prospective cooperating teacher.

--

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

**THE UNVIERSITY OF ALABAMA IN HUNTSVLLLE  
DEPARTMENT OF EDUCATION  
APPLICATION FORM**

Attach passport-size photo with glue. Do not staple or tape photo.

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

Name: \_\_\_\_\_  
                    Last                    First                    Middle/Maiden

Gender M F Race \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_ A# \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Current Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Permanent Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email Address \_\_\_\_\_

College or University Attendance

Institution	Location	Dates	Degrees
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Degree: Check one  
\_\_\_\_\_ Undergraduate Bachelor's Degree  
\_\_\_\_\_ Graduate Alternative Master's Certification Degree

Major: \_\_\_\_\_

Date APTTP Basic Skills Assessments taken/passed: \_\_\_\_\_

Date Praxis II Subject Assessment taken/passed: \_\_\_\_\_

Date fingerprints and background check cleared: \_\_\_\_\_

Check populations with which you have had field experiences (attach summary sheet):  
\_\_\_\_\_ Urban    \_\_\_\_\_ Rural    \_\_\_\_\_ Low Socio/Economic    \_\_\_\_\_ High Socio/Economic  
\_\_\_\_\_ Children with Exceptionalities

Name any Huntsville City, Madison City, or Madison County School in which you have children and/or close relatives who are attending/employed (Specify relationship)

---

Name any local elementary school(s) you attended: \_\_\_\_\_

---

Name and location of High School from which you graduated:

---

Possible extenuating circumstances for assignment (example: transportation)

---

Explain any medical or health problems

---

---

**SUMMARY OF CLASSWORK COMPLETED AT TIME OF APPLICATION**

Total hours to your credit \_\_\_\_\_ Total quality points \_\_\_\_\_

Overall Grade Point Average \_\_\_\_\_

EDUCATION COURSES (including elementary major)

Course Number	Course Title	Grade

SECOND AREA OF STUDY COURSES FOR ELEMENTARY EDUCATION CANDIDATES

Course Number	Course Title	Grade

SECONDARY EDUCATION MAJOR COURSES

Course Number	Course Title	Grade

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

(FOR DEPARTMENT USE ONLY)

Recommended: \_\_\_\_\_ Not Recommended \_\_\_\_\_

Reason \_\_\_\_\_

Certification Officer \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Chair \_\_\_\_\_ Date \_\_\_\_\_