Indiana University South Bend – School of Education  
Student Teaching Placement Information Sheet  
Fall 2004 and Spring 2005

Please submit this form along with copies of your student teaching resume packet to GR119 between now and December 1, 2003. Information must either be typed or written legibly on this form.

<table>
<thead>
<tr>
<th>Graduate</th>
<th>Undergraduate</th>
<th>Name:</th>
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<thead>
<tr>
<th>My Major is:</th>
<th>Elementary</th>
<th>Secondary (content area?)</th>
<th>Special Education</th>
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If Special Education, please check

- [ ] Mild Disabilities
- [ ] Emotional Disabilities
- [ ] Severe & Profound

Address:

(Street)  
(City)  
(State)  
(Zip)

Phone:  
Home (   )  
Work (   )  
Answering Machine?  
[ ] Yes  
[ ] No  
Email:  
SSN

Use an additional sheet if your answers do not fit in the space provided

1. What semester will you be ready to student teach?

2. List the courses you still need to take. If you need to confirm your program requirements, schedule an appointment with the School of Education Academic Advisors. Do this as soon as possible.
   - List the courses you plan to take Spring ‘03.
   - List the courses you plan to take Summer I and II ‘03.
   - List the courses you plan to take Fall ‘03.

3. List any course for which you have received an “incomplete” or any correspondence courses you have not finished, are currently taking, or plan to take before student teaching.

   All correspondence coursework must be complete, and all incompletes must be resolved before student teaching!

4. List two faculty references, one of whom is a full time faculty member in the School of Education: (List only their names - we will contact them for any needed information.)

   Note: Two faculty recommendations are required to be eligible to student teach. If you do not have positive feedback from 2 faculty members your student teaching will be delayed. Faculty members must be full time. If you are unsure of the status of a faculty member, please check before you give their name!
5e. For Elementary Majors Only
My Grade Preference is:  
- Grades 1 - 3
- Grades 4 - 6
- No preference

5s. For Secondary Majors Only
I prefer to be placed at the:  
- Middle School Level
- High School Level

5se. For Special Education Majors Only
What is your grade preference for your K 402 and 10 week student teaching placement?  
- Elementary
- Secondary

6. Will you have an endorsement? (6 additional weeks of student teaching) (If yes, check type)
- Reading
- Kindergarten
- ESL
- Computers
- Jr. High/Middle School
- Special Education
(content area? ____________)

7. If adding a Special Education endorsement, your grade preference for your K 402 and 6 week student teaching placement is:
- Elementary
- Secondary

8. Any transportation concerns or any information you want to share regarding placement?

9. Where did you attend school, K-12? (please list all schools you attended)

10. Have you worked on a **regular basis** for any school system in any of the surrounding school corporations? (if yes, please list)

11. Do you have any “family” (immediate and extended) working as faculty or staff in any of the surrounding school corporations? (if yes, please list)

12. Do you have any siblings/relatives who are students in any of the surrounding school corporation? (if yes, please list)

13. Is there any other information you feel should be considered in regard to student teaching?

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*You may not complete your student teaching in a school building where you have attended school, where you have been employed on a regular basis, where you may have children or siblings in attendance, or where a family member is employed.*
14. Select 3 school corporations from this list where you would like to be placed for student teaching. Number them in order of preference and you may indicate a specific school if you desire. *If you have a teacher with whom you would like to work, you may list his/her name. However, this does not guarantee placement with that teacher.*

<table>
<thead>
<tr>
<th>County</th>
<th>Corporation Name</th>
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<tbody>
<tr>
<td>St Joseph County</td>
<td>SBCSC South Bend Com. School Corp.</td>
</tr>
<tr>
<td></td>
<td>SCM School City of Mishawaka</td>
</tr>
<tr>
<td></td>
<td>P-H-MSC Penn-Harris-Madison School Corp.</td>
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<tr>
<td></td>
<td>JGSC John Glenn School Corporation</td>
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<td></td>
<td>U-NUSC Union North United School Corp.</td>
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<td></td>
<td>FW/SBD Fort Wayne/South Bend Diocese</td>
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<tr>
<td>Elkhart County</td>
<td>CCS Concord Community Schools</td>
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<tr>
<td></td>
<td>ECS Elkhart Community Schools</td>
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<td></td>
<td>GCS Goshen Community Schools</td>
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<td>W-NCS Wa-Nee Community Schools</td>
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<tr>
<td>Marshall County</td>
<td>ACS Argos Community Schools</td>
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<td>BPS Bremen Public Schools</td>
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<td></td>
<td>PCSC Plymouth Community School Corp.</td>
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<td></td>
<td>TSC Triton School Corporation</td>
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<tr>
<td>Laporte County</td>
<td>LPCSC LaPorte Community School Corp.</td>
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<td></td>
<td>NPUSC New Prairie United School Corp.</td>
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<tr>
<td>Michigan</td>
<td>BR-CS Brandywine Community Schools</td>
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<td>BU-CS Buchanan Community Schools</td>
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<td></td>
<td>EPS Edwardsburg Public Schools</td>
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<td>NCS Niles Community Schools</td>
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If you wish to student teach in a location other than those listed, you must get approval from the Director of Student Teaching prior to submission of your packet. DST Signature __________________________
My signature indicates that I understand the following:

- That no placement request will be made until I have officially been admitted to the Teacher Education Program.
- That all course work, including correspondence course work, must be completed and grades recorded before I can begin my student teaching experience.
- That the Office of Student Teaching will make every effort to consider my preferences when requesting student teaching assignments from school corporations; however, it may not be possible to obtain a placement that matches my preferences.
- That I cannot be placed in a school where I have any family members working or attending or where I am or have been employed except as a substitute teacher.
- That I am responsible for notifying the Director of Student Teaching of any changes in my name, address, or phone number.
- That I am responsible for informing the Director of Student Teaching of any changes in my plans for student teaching. If I fail to do this, I will need to begin the application process again and allow one year for a new placement.
- That I may be asked to submit to a Criminal History Check prior to placement (some school corporations require this while others do not). Note: School districts may deny a student teaching assignment based on a misdemeanor or felony conviction. The application process for a teaching license in Indiana requires a current criminal history check. Convicted felons may not hold a teaching license in Indiana.
- That late applications will be reviewed on a case-by-case basis, may or may not be accepted and must have a letter included explaining why it is late. Student Teaching placements are not guaranteed for late applicants.
- That failure to meet any of the requirements listed below, will result in cancellation or delay of my student teaching placement:
  - Passing PPST scores
  - GPA and course grade requirements
  - Coursework complete – be particularly mindful of correspondence courses, as well as any incompletes you may have on your transcript!
  - 2 Faculty recommendations

I understand that by signing this form I am giving permission to the Director of Student Teaching to share a copy of my University transcript with area school corporations and/or classroom supervising teachers for seeking a student teaching placement.

I verify that all of the statements I have made in this document are true and accurate to the best of my knowledge.

_____________________________               ____________________________
SIGNATURE              DATE