

**APPLICATION FOR UMF STUDENT TEACHING**  
**SPRING 2020**

**READ AND KEEP THIS PAPER**

Goal of Field Supervision: Our teacher candidates will learn to take control of themselves as professionals and transition into the teaching profession as an Educational Leader of the 21<sup>st</sup> Century who is a *CARING TEACHER, COMPETENT EDUCATOR, and COLLABORATIVE PROFESSIONAL LEADER*

**IMPORTANT EVENTS & DATES**

During **Pre registration** - Pick up Student Teaching applications, Education Center, Suite 238 lobby or online at: <http://www2.umf.maine.edu/fieldservices/student-teacher-resources/>. **Before completing** your application, you **must** attend one of the following **Student Teaching Application Information Meetings**:

Wednesday, April 3, 2019      11:45 am - 12:45 pm      **Location TBD**

Thursday, April 4                      4:00 - 5:00 pm                      **Location TBD**

Friday, April 5                              11:45 am - 12:45 pm                      **Location TBD**

**April 15, 2019 - DUE DATE** for students that hope to Student Teach Abroad - a separate application is required. Pick up and submit applications in the Office of Global Education, 105 Fusion Space.

**June 3, 2019** - All applications completed and returned to Room 238G, Education Center.

**September 11-12, 2019** - Attend a meeting to discuss preparation and **SIGN UP** for interviews. **SEE BACK OF SHEET FOR MEETING TIMES.**

**September 30 - October 4, 2019** - **INTERVIEWS** with Student Teacher Supervisors

**December 5, 2019** - Attend a meeting to **RECEIVE** Spring 2020 placement information. **SEE BACK OF SHEET FOR MEETING TIMES.** Set up school meetings as soon as possible. Return signed mentor/principal interview forms to Room 238F, Education Center or mail to the address below as soon as possible.

To begin the placement process you need to submit FOUR packets, EACH containing a copy of the application form, a letter of introduction, and an updated resumé. Packets will go to your mentor teacher and the administrator in your placement school, as well as your field supervisor. It is important that your application packets be neat, clear and concise, and that your letter of introduction presents an interesting, engaging overview of you as a teacher of the 21<sup>st</sup> century and as a unique person. **THINK** before you write, **PROOFREAD**, and have another person proofread all of your materials.

RETURN **FOUR COPIES** of the packet (application, letter and resumé, **collated in that order and stapled**), to the Education Center, Room 238G by **June 3, 2019**.

Student Teaching is the final phase of your professional course work, and is the critical time for you to demonstrate your knowledge, skills and dispositions as they relate to the teaching profession. The success of your student teaching experience is based on how you apply what you know, understand and are able to do, in relationship to content knowledge, general and specific pedagogical knowledge, and how you apply what you know about students, families, communities and schools to assure success for all students. Student teaching emphasizes professional growth through reflective practice, acting on feedback, working collaboratively, and being respectful to students, families and colleagues.

**Important Information:** All eligibility requirements **must** be completed before you can do your Student Teaching. Passing scores for the appropriate PRAXIS II test must be achieved before a student will be placed by a field supervisor. Fingerprinting and criminal history record checks (CHRC) **are required** and **proof must be on file in the Field Services office.**

DO NOT arrange your own placements. A specific protocol needs to be followed by UMF. PLEASE ADVISE OF ANY CHANGES IN ADDRESS. **Check e-mail regularly for information about Student Teaching.**

Contact: Hiram Sibley, Director of Field Services, 778-7171; [hiram.sibley@maine.edu](mailto:hiram.sibley@maine.edu) or Wendy Kennedy, Administrative Specialist CL2, 778-7263; [wendyk@maine.edu](mailto:wendyk@maine.edu)

University of Maine at Farmington  
186 High Street  
Farmington, ME 04938

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# SPRING 2020 STUDENT TEACHING IMPORTANT EVENTS AND DATES

## MEETINGS

- 1) Student Teaching Application Information Meetings:  
**Education Center 012**  
Wednesday, April 3, 2019                      11:45 am - 12:45 pm  
Thursday, April 4                                4:00 - 5:00 pm  
Friday, April 5                                    11:45 am - 12:45 pm
  
- 2) Student Teaching Abroad: For students hoping to student teach abroad, a separate application is required. Pick up and submit applications in the **Office of Global Education, 105 Fusion Space.**  
APPLICATION DUE DATE:  
Monday, April 15, 2019
  
- 2) Student Teaching Interview Information Meetings:  
**North Dining Hall A**  
Wednesday, September 11, 2019            9:30 - 10:30 am  
Wednesday, September 11                   11:45 - 12:45 pm  
Thursday, September 12                    4:00 - 5:00 pm
  
- 3) Student Teaching Placement Information Meetings:  
**North Dining Hall A**  
Wednesday, December 5, 2019            10:00 - 11:00 am  
Wednesday, December 5                    12:00 - 1:00 pm  
Wednesday, December 5                    4:00 - 5:00 pm

You must choose one of each of these meetings to attend. You do not need to notify us of your choice, unless you are unable to attend any of the specified times. In that case, contact Wendy Kennedy [wendyk@maine.edu](mailto:wendyk@maine.edu) to make alternate arrangements.

## UMF ACADEMIC CALENDAR SPRING 2020

Student teachers do not follow the official UMF Academic calendar in the spring semester.

Following is a schedule of vacation weeks and other obligations for student teachers:

- **Start Date:** Your first day in schools will be Monday, January 6th. Student Teaching Orientation will be Monday, January 13, 2020. **THIS DOES NOT ALIGN WITH THE UMF ACADEMIC CALENDAR.**
- February 17-21, 2020: Public School February Vacation - **UMF student teachers will not be working in schools**
- March 16-20, 2020: UMF Spring Break – **UMF student teachers will be working in schools during this break.** Students who live in the dorms should fill out a Break Housing Application, which can be found in the Student Life Office in the Olsen Student Center
- April 20-24, 2020: Public School April Vacation – **UMF student teachers will not be working in schools**

## Planning for Student Teaching Placements

We take the placements for student teachers very seriously. We consider the financial demands of our teacher candidates, and most importantly the effect that this 16 credit semester long experience provides for your future as professional educators. A critical goal of our program is for you to be a highly successful beginning teacher, which will afford you the best job opportunities, whether teaching in the state of Maine, other states, or internationally. Since we are accredited by the state of Maine and CAEP, we **MUST** meet guidelines related to CAEP Standards for student teaching.

We begin the placement process a year in advance and **PLANNING AHEAD FOR HOUSING, TRAVEL and Other Expenses When Student Teaching** is essential for all Education majors.

Parameters that we work with:

- In order for you to continue learning how to be successful in helping all students learn, placement schools with the following populations are most desirable:
  - English Language Learners (ELL)
  - Racial, ethnic and cultural diversity
  - Broad socio-economic status
- Placements are made by UMF field supervisors. Please refrain from making your own placement.
- Placement in schools you have formerly attended is discouraged.
- Car pooling is strongly encouraged. Please note other student teachers you wish to travel with on your application.
- Your second and third choice placement areas must be realistic options. All students cannot be placed in Farmington schools.
- The more you can tell us about your individual circumstances, the more likely we are to place you where you can be successful.
- See other side for the procedure for special requests and/or out of area placements.

Please refer to <http://www2.umf.maine.edu/fieldservices/field-supervision-placement-map/> for a map and listing of possible towns that are available for student teaching.

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Student teaching is the culminating field experience for UMF's Education majors. It is extremely important in preparing students for their professional lives. When a student is approved for a special placement, it is important to understand that the student must assume additional responsibilities in order to successfully complete UMF's requirements for student teaching. Communicating and being comfortable with the use of technology is critical. If the student does not carry out additional responsibilities, they could **FAIL** student teaching.

The Director ***strongly cautions*** students about out of area placements. The intense supervision process traditionally carried out by a UMF field supervisor will not be the same as it is for a student who is placed in one of UMF's customary placement areas.

#### PROCEDURE FOR OUT OF AREA PLACEMENTS, INCLUDING INTERNATIONAL PLACEMENTS

The Director of Field Services:

1. Reviews the student's *special* request.
2. Meets with the student to discuss the *special* request, if located outside of UMF's customary placement areas.
3. Makes a decision regarding the request by reviewing the student's practicum experience(s) and talking with the student's academic advisor. The student's academic record will be reviewed, with the expectation of a GPA of 3.0 or higher.
4. Advises the student of decision regarding the *special* request; not all requests are approved. If request is approved, see 5 through 7.
5. For International Placements, students must submit an application with the Office of Global Education, 105 Fusion Space. Deadlines for submission are December 1<sup>st</sup> for the following Fall semester, and April 15<sup>th</sup> for the following Spring Semester. Students will work with both the Assistant Director of Global Education and the Director of Field Services throughout the application process.
6. The student interviews with a student teaching supervisor.
7. The placement process proceeds.

PLEASE NOTE: Any additional expenses, paperwork or procedures beyond what UMF does for our student teachers will be the responsibility of the student making the *special* request. **UMF's Field Services will make the placement contacts and will make the placements, or will work with UMF's Office of Global Education.**

Please contact Field Services with any questions you may have regarding *Special Request Procedures*: [hiram.sibley@maine.edu](mailto:hiram.sibley@maine.edu), 778-7171 or [wendyk@maine.edu](mailto:wendyk@maine.edu), 778-7263.

# IMPORTANT NOTICE – PLEASE READ

Students who will be student teaching **Spring 2020** **MUST TAKE** and **PASS** the PRAXIS II content test for their certification area by **the end of the August 2019** in order to meet UMF's eligibility requirements. Information about the tests, preparation for the tests, and Q&A will occur during the April Student Teaching Application Information Meetings.

PRAXIS II Computer-Based Exams are available at UMF.

## REGISTRATION INFORMATION

- Praxis II Tests can be found at [www.ETS.org](http://www.ETS.org). You must use a credit card to register.
- Some registrations are limited to sets of dates called Testing Windows and others are offered continuously. You must **plan ahead**, as dates and space are limited.
- To view and choose times and dates that are available at UMF, choose *Register for a Test* on the ETS website.
- There are two test centers on the ETS website named University of Maine-Farmington (STN10379A & STN10379B). Either can be chosen.
- Record and save your username and password for future reference.

## DAY OF TESTING

You must present one of the following valid (unexpired) picture IDs when you arrive at the testing site. **The UMF Testing Center CANNOT accept UMF student IDs as a valid form of ID.** The name on your registration must match the name on your ID. If you arrive without a valid form of ID you will be turned away and will lose your registration fee.

- State Driver's License
- Official State ID (Picture)
- Passport
- Passport Card

## SCORE REPORTS

Test scores are available 10-15 days after continuous tests or 10-15 days after a testing window closes, regardless of when the test was taken during a window. Most test takers will see their score on the computer screen directly after the exam is finished. Make note of it to compare to the passing score.

UMF Reports: You **MUST** indicate on your online registration form that you want your scores sent to UMF. UMF's Code is **3506**. ETS will then transmit your scores electronically to UMF.

Student Reports: All test takers should access their scores electronically once they are available by logging into their PRAXIS online account. **DOWNLOAD, SAVE AND PRINT A COPY OF YOUR SCORE REPORT.** Online scores are downloadable and available for ten calendar years from the score reporting date. If you must request additional score reports, a \$50 fee (per request) will apply. You will need this score report when you apply for Maine certification.

## UMF AND PRAXIS II SUBJECT AREA ASSESSMENTS

UMF requires Education students to pass the Praxis II Subject Area Assessment for their area of certification in order to student teach or intern and complete their degree. Your scores need to be available early in the semester prior to student teaching. According to ETS, these tests measure knowledge of specific subjects that K-12 and B-5 certified educators will teach, as well as general and subject-specific teaching skills and knowledge.

### Where and When do I Take the Praxis II?

#### Where:

The Praxis II tests are administered at the Testing Center at UMF located on the third floor of Franklin Hall as well as several other sites in Maine. You can take the test at any ETS testing center. There is a list of testing locations on the ETS website. The ETS website has two testing centers identified for UMF (STN10379A & STN10379B); you may choose either of these.

**When:** For fall semester student teachers, the final testing dates allowable would be in the prior **February**. For spring semester student teachers, the final testing dates allowable would be in the prior **August**.

**Sept. 2018:** The testing calendar has changed for some tests from a specific monthly testing window period to being offered continuously. See table to right.

### UMF Education degree programs, accompanying computer-based Praxis II test code and passing scores:

	Test Code	Passing Score
<b>Elementary Education (K-8) (C)</b>	<b>5001 combined</b>	
Reading and Language Arts Subtest	5002	157
Mathematics Subtest	5003	157
Social Studies Subtest	5004	155
Science Subtest	5005	159
<b>Early Childhood (K-3, B-5) (W)</b>	<b>5024</b>	<b>160</b>
<b>English Language Arts (7-12) (C)</b>	<b>5038</b>	<b>167</b>
<b>Mathematics (7-12) (C)</b>	<b>5161</b>	<b>160</b>
<b>Social Studies (7-12) (C)</b>	<b>5081</b>	<b>157</b>
<b>Biology (7-12) (W)</b>	<b>5235</b>	<b>150</b>
<b>French: World Language (K-12) (W)</b>	<b>5174</b>	<b>162</b>
<b>Spanish: World Language (K-12) (W)</b>	<b>5195</b>	<b>168</b>
<b>Health Education (K-12) (W)</b>	<b>5551</b>	<b>156</b>
<b>Special Education (K-8 &amp; 7-12) (W)</b>	<b>5354</b>	<b>151</b>
<b>Special Education (B-5) (W)</b>	<b>5691</b>	<b>159</b>
<b>Physical Science (7-12) (W)</b>		
Choice of three:	<b>5245 (Chemistry)</b>	<b>151</b>
	<b>5265 (Physics)</b>	<b>141</b>
	<b>5435 (General Science)</b>	<b>153</b>
(W)=test offered in specific monthly testing window periods (C)=test offered on a continuous basis See website for restrictions on retakes.		
For the ELL Endorsement:		
English to Speakers of Other Languages (W)	5362	155

Any questions: Contact the Field Services Office (Room 238G, Education Center) at 778-7263 or [wendyk@maine.edu](mailto:wendyk@maine.edu)

**Prepare for the Praxis II:** The amount of studying differs for each student. You know if you are a strong test taker or not, but everyone should prepare for the test. The ETS website offers information that will help you prepare, including the following suggestions:

1. Learn what the test covers
2. Assess how well you know the content
3. Collect study materials
4. Plan and organize your time
5. Develop a study plan
6. Practice explaining the key concepts
7. Understand how questions will be scored

The website <https://www.ets.org/praxis/prepare/tips/> explains each of these steps in detail and provides additional resources to prepare for taking the test.

**UMF Support:** Make sure that you take advantage of the resources available to you to help you study for the test. The Learning Assistance Center is your primary resource. Stop in to the Mantor Library Learning Commons and ask what they have available, or visit online at <http://www2.umf.maine.edu/learnassist/tutoring/>. They can help with test-taking strategies and provide other resources to support you. The Field Services office also has some test preparation books available for loan.

**BE PREPARED, TAKE THE TEST EARLY, GIVE YOURSELF TIME TO GET EVERYTHING DONE FOR STUDENT TEACHING!**  
**Be sure you have a proper form of ID – UMF Student ID is NOT acceptable.**

**Financial Support:** There may be help for you if you find that you are experiencing financial difficulties and cannot afford to take the test. You must meet all eligibility criteria for fee waivers given by ETS. This information can be found at: <http://www.ets.org/praxis/about/fees/fee-waivers/>. You may also want to check with the Merrill Center on possibilities through your financial aid.

**Accommodations:** Testing accommodations are available for test takers who meet the Americans with Disabilities Act (ADA) Amendments Act disability requirements. If you have accommodations in place to support you in taking tests, you can arrange to have these same accommodations in place when you take the Praxis test. You will need to work together with your support team at Franklin. Information for accommodations can be found at:

<https://www.ets.org/praxis/register/disabilities>

**Test at a Glance:**

Elementary	5001	4.25 hours	<a href="http://www.ets.org/praxis/prepare/materials/5001">http://www.ets.org/praxis/prepare/materials/5001</a>
Education of Young Children	5024	2 hours	<a href="https://www.ets.org/praxis/prepare/materials/5024">https://www.ets.org/praxis/prepare/materials/5024</a>
English Language Arts 7-12	5038	150 minutes	<a href="https://www.ets.org/praxis/prepare/materials/5038">https://www.ets.org/praxis/prepare/materials/5038</a>
Mathematics 7-12	5161	150 minutes	<a href="https://www.ets.org/praxis/prepare/materials/5161">https://www.ets.org/praxis/prepare/materials/5161</a>
Social Studies 7-12	5081	2 hours	<a href="https://www.ets.org/praxis/prepare/materials/5081">https://www.ets.org/praxis/prepare/materials/5081</a>
Biology 7-12	5235	2 hours	<a href="https://www.ets.org/praxis/prepare/materials/5235">https://www.ets.org/praxis/prepare/materials/5235</a>
Health	5551	2 hours	<a href="https://www.ets.org/praxis/prepare/materials/5551">https://www.ets.org/praxis/prepare/materials/5551</a>
Special Education	5354	2 hours	<a href="https://www.ets.org/praxis/prepare/materials/5354">https://www.ets.org/praxis/prepare/materials/5354</a>
Special Ed: Preschool/ Early Childhood	5691	2 hours	<a href="https://www.ets.org/praxis/prepare/materials/5691">https://www.ets.org/praxis/prepare/materials/5691</a>
PHYSICAL SCIENCE (choice of)			
Chemistry	5245	2.5 hours	<a href="http://www.ets.org/praxis/prepare/materials/5245">http://www.ets.org/praxis/prepare/materials/5245</a>
Physics	5265	2.5 hours	<a href="http://www.ets.org/praxis/prepare/materials/5265">http://www.ets.org/praxis/prepare/materials/5265</a>
General Science	5435	2.5 hours	<a href="http://www.ets.org/praxis/prepare/materials/5435">http://www.ets.org/praxis/prepare/materials/5435</a>

**SCORE REPORTS:** You MUST indicate on your online registration form that you want your scores sent to UMF. UMF's Code is 3506. ETS will then transmit your scores electronically to UMF. You must also indicate the Maine State Department of Education (code 7368) as a score recipient. They will no longer accept UMF generated score reports as proof of passing Praxis.

**DON'T FORGET TO DOWNLOAD, SAVE AND PRINT SEVERAL COPIES OF YOUR SCORES WHEN THEY BECOME AVAILABLE TO YOU ONLINE.** Online scores are downloadable and available for ten calendar years from the score reporting date. If you must request additional score reports, a \$50 fee (per request) will apply. You will need this score report when you apply for Maine certification.

**DAY OF TESTING:** Be sure to verify your test location, time and date. Log into your praxis account, print your admission ticket and bring it with you. Gather your picture ID and check to make sure it is a valid, unexpired ID. The UMF Testing Center CANNOT accept UMF student IDs as a valid form of ID. If you arrive without a valid form of ID, you will be turned away and will lose your registration fee. (ID can be a State Driver's License, Official State ID with picture, Passport or Passport Card) The name on your registration must match the name on your ID. You may not bring food, water, or electronic devices into the test center. Arrive at least 30 minutes before your test time in order to check in.

**Spring 2020 APPLICATION FOR UMF STUDENT TEACHING**

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NAME: \_\_\_\_\_ ANTICIPATED GRADUATION DATE: \_\_\_\_\_

MaineStreet STUDENT ID#: \_\_\_\_\_

ECH	_____	ECS	_____	SED K-8	_____	SED 7-12	_____	SHE	_____
<b>Please Specify Your Concentration for the Following:</b>									
ELE	_____	Concentration _____							
Sec/Mid	_____	Concentration _____							

E-MAIL: \_\_\_\_\_ CELL/LOCAL PHONE: \_\_\_\_\_

Mailing Address during school breaks: \_\_\_\_\_

I authorize UMF Field Services to contact the following in case of an emergency:

**EMERGENCY CONTACT INFORMATION: (Please notify of any changes)**

CONTACT #1: \_\_\_\_\_ CONTACT #2: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

PHONE: Primary \_\_\_\_\_ PHONE: Primary \_\_\_\_\_

Other \_\_\_\_\_ Other \_\_\_\_\_

Please provide two phone numbers, if possible

<b>Please check the following, if applicable:</b>
Special Education Minor _____
Pursuing UMF ELL Certificate _____
List your ELL field placement, if completed: _____

NAME OF ACADEMIC ADVISOR: \_\_\_\_\_

MOST COMPETENT WITH THESE AREAS OF CURRICULUM & PEDAGOGY: \_\_\_\_\_

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PRACTICUM EXPERIENCES (school, grade level) and other EXPERIENCES:

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WHERE WILL YOU RESIDE DURING STUDENT TEACHING?

Address: \_\_\_\_\_

**SEE ATTACHED PLACEMENT INFORMATION GUIDELINE SHEET BEFORE MAKING YOUR CHOICES.**

LIST IN ORDER OF PREFERENCE **THREE** STUDENT TEACHING PLACEMENT CHOICES, ONE (1) BEING YOUR FIRST CHOICE, (2) BEING SECOND, ETC. A LETTER MUST ACCOMPANY A REQUEST FOR AN OUT-OF-AREA PLACEMENT.

- |  |                                    |
|--|------------------------------------|
| _____ LEWISTON/AUBURN REGION                     | _____ JAY/LIVERMORE/RUMFORD REGION |
| _____ GREATER FARMINGTON REGION                  | _____ MADISON/SKOWHEGAN REGION     |
| _____ AUGUSTA/WATERVILLE/OAKLAND                 | _____ SOUTHERN MAINE REGION        |
| _____ I AM INTERESTED IN STUDENT TEACHING ABROAD |                                    |
| _____ I HAVE ATTACHED A REQUEST                  |                                    |

TRANSPORTATION: \_\_\_\_\_ I HAVE A CAR \_\_\_\_\_ I HAVE A CAR AND AM WILLING TO CAR POOL  
\_\_\_\_\_ I DO NOT HAVE A CAR (IT IS THE STUDENT'S RESPONSIBILITY TO FIND TRANSPORTATION)

Have you ever been convicted of any crime other than a traffic offense?  Yes  No

(If YES, please attach a single copy of a written explanation.)

Proof of fingerprinting & criminal history record check is required **before** student teaching. If you are a person with a disability and will need any accommodations to participate in Student Teaching, please contact Hiram Sibley at 778-7171 or hiram.sibley@maine.edu to discuss your personal needs.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_