STUDENT TEACHING APPLICATION INSTRUCTIONS

Please review these documents, but wait until you have attended a Student Teaching Application Meeting to begin preparing your application packets. Write down any questions you might have and bring them to the meeting, as the Director of Field Services will be reviewing all of the materials and will be happy to answer your questions.

We are here to help you and we want you to be successful. Professional behavior is an expectation of all teacher candidates. Lack of responsibility in meeting deadlines, attending meetings, or responding promptly to email inquiries will create serious reservations about your readiness for student teaching.

Rev. 2/19
APPLICATION FOR UMF STUDENT TEACHING
Fall 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 21st 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:

- Tuesday, November 12, 2019 12:00 - 1:00 pm Conference Room 238A, Education Center
- Wednesday, November 13 11:45 am - 12:45 pm Conference Room 238A, Education Center
- Thursday, November 14 4:00 - 5:00 pm Conference Room 238A, Education Center

December 1, 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 International Programs, Franklin Hall Room 201.

December 18, 2019 - All applications completed and returned to Room 238F, Education Center.

January 29-30, 2020 - Attend a meeting to discuss preparation and SIGN UP for interviews, Room 238A, Education Center. SEE BACK OF SHEET FOR MEETING TIMES.

February 24-28 - INTERVIEWS with Student Teacher Supervisors

April 23, 2020 - Attend a meeting to RECEIVE Fall 2020 placement information, Room 238A, Education Center. 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 21st 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 238F by December 18, 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, including passing scores for the appropriate PRAXIS II test, meeting program grade requirements and completing the fingerprinting and criminal history record check (CHRC).

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 or Wendy Kennedy, Administrative Specialist, 778-7263; wendyk@maine.edu

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

OVER

Rev. 9/19
FALL 2020 STUDENT TEACHING
IMPORTANT EVENTS AND DATES

1) **Student Teaching Application Information Meetings:**
   *Conference Room 238A, Education Center*
   - Tuesday, November 12, 2019   12:00 – 1:00 pm
   - Wednesday, November 13, 2019   11:45 – 12:45 pm
   - Thursday, November 14, 2019   4:00 – 5:00 pm

2) **Student Teaching Interview Information Meetings:**
   *Conference Room 238A, Education Center*
   - Wednesday, January 29, 2020   9:30 – 10:30 am
   - Wednesday, January 29, 2020   11:45-12:45 pm
   - Thursday, January 30, 2020   4:00 – 5:00 pm

3) **Student Teaching Placement Information Meetings:**
   *Conference Room 238A, Education Center*
   - Thursday, April 23, 2020   10:00 – 11:00 am
   - Thursday, April 23, 2020   12:00 – 1:00 pm
   - Thursday, April 23, 2020   4:00 – 5:00 pm

We schedule these meetings a year in advance so you have time to schedule your work and other obligations around them. **Class always comes first.** 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 because of conflicts with your class schedule. In that case, contact Wendy Kennedy wendyk@maine.edu to make alternative arrangements.

**CALENDAR FALL 2020**
Student teachers always follow the **public school district calendar** in which they are working. This can vary from the UMF academic calendar in some cases.
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/](http://www2.umf.maine.edu/fieldservices/field-supervision-placement-map/) for a map and listing of possible towns that are available for student teaching.

Rev. 2/19
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 1st for the following Fall semester, and April 15th 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, 778-7171 or wendyk@maine.edu, 778-7263.

Rev. 2/19
IMPORTANT NOTICE – PLEASE READ

Students who will be student teaching Fall 2020 MUST TAKE and PASS the PRAXIS II content test for their certification area by the end of the February 2020 in order to meet UMF’s eligibility requirements. Information about the tests, preparation for the tests, and Q&A will occur during the November 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. 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.

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.

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

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Passing Score</th>
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<tbody>
<tr>
<td>5001 combined</td>
<td></td>
</tr>
<tr>
<td>5002</td>
<td>157</td>
</tr>
<tr>
<td>5003</td>
<td>157</td>
</tr>
<tr>
<td>5004</td>
<td>155</td>
</tr>
<tr>
<td>5005</td>
<td>159</td>
</tr>
<tr>
<td>5024</td>
<td>160</td>
</tr>
<tr>
<td>5038</td>
<td>167</td>
</tr>
<tr>
<td>5161</td>
<td>160</td>
</tr>
<tr>
<td>5081</td>
<td>157</td>
</tr>
<tr>
<td>5235</td>
<td>150</td>
</tr>
<tr>
<td>5174</td>
<td>162</td>
</tr>
<tr>
<td>5195</td>
<td>168</td>
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<tr>
<td>5551</td>
<td>156</td>
</tr>
<tr>
<td>5354</td>
<td>151</td>
</tr>
<tr>
<td>5691</td>
<td>159</td>
</tr>
<tr>
<td>5245 (Chemistry)</td>
<td>151</td>
</tr>
<tr>
<td>5265 (Physics)</td>
<td>141</td>
</tr>
<tr>
<td>5435 (General Science)</td>
<td>153</td>
</tr>
<tr>
<td>5362</td>
<td>155</td>
</tr>
</tbody>
</table>

(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
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

<table>
<thead>
<tr>
<th>Test at a Glance:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elementary</strong></td>
<td>5001</td>
<td>4.25 hours</td>
</tr>
<tr>
<td><strong>Education of Young Children</strong></td>
<td>5024</td>
<td>2 hours</td>
</tr>
<tr>
<td><strong>English Language Arts 7-12</strong></td>
<td>5038</td>
<td>150 minutes</td>
</tr>
<tr>
<td><strong>Mathematics 7-12</strong></td>
<td>5161</td>
<td>150 minutes</td>
</tr>
<tr>
<td><strong>Social Studies 7-12</strong></td>
<td>5081</td>
<td>2 hours</td>
</tr>
<tr>
<td><strong>Biology 7-12</strong></td>
<td>5235</td>
<td>2 hours</td>
</tr>
<tr>
<td><strong>Health</strong></td>
<td>5551</td>
<td>2 hours</td>
</tr>
<tr>
<td><strong>Special Education</strong></td>
<td>5354</td>
<td>2 hours</td>
</tr>
<tr>
<td><strong>Special Ed: Preschool/Early Childhood</strong></td>
<td>5691</td>
<td>2 hours</td>
</tr>
<tr>
<td><strong>PHYSICAL SCIENCE (choice of)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Chemistry</strong></td>
<td>5245</td>
<td>2.5 hours</td>
</tr>
<tr>
<td><strong>Physics</strong></td>
<td>5265</td>
<td>2.5 hours</td>
</tr>
<tr>
<td><strong>General Science</strong></td>
<td>5435</td>
<td>2.5 hours</td>
</tr>
</tbody>
</table>

**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.
NAME: _______________________________  ANTICIPATED GRADUATION DATE: __________

Pronoun:  Mr.___ Ms.___ Mrs.___ Miss___ Mx.___ Other:_____

MaineStreet STUDENT ID#:  __________________

E-MAIL: ___________________________________  CELL/LOCAL PHONE: _________________

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__________________________

NAME OF ACADEMIC ADVISOR:

MOST COMPETENT WITH THESE AREAS OF CURRICULUM & PEDAGOGY:  ___________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

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

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 ________________