



***APPLICATION FOR STUDENT TEACHING AT WASHINGTON & JEFFERSON COLLEGE***

*Due Date - the last Friday in February by 3PM- Application must be word-processed.*

**SECTION I (To be completed by all applicants)**

Name- \_\_\_\_\_ Date- \_\_\_\_\_  
Home Address- \_\_\_\_\_ Phone- \_\_\_\_\_  
Email- \_\_\_\_\_  
Campus Address- \_\_\_\_\_ Phone- \_\_\_\_\_

Certification Area Being Sought at W&J:

\_\_\_\_\_ Early Childhood - Pre-K thru 4 – (Child Development and Education Majors only)

\_\_\_\_\_ Upper Elementary – 4 thru 8

Certification in \_\_\_\_\_  
(Options: Language Arts, Math, Science, Social Science)

Major in \_\_\_\_\_  
(Biology, Child Development and Education, English, Environmental Studies, History, Math)

Minor in \_\_\_\_\_  
(Biology, Education, English, Environmental Studies, History, Math, Math Education)

\_\_\_\_\_ Secondary Certification – 7 thru 12

Certification in \_\_\_\_\_  
(Options: Biology, Chemistry, English, Mathematics, Physics, Social Sciences, or Social Studies)

Major \_\_\_\_\_

\_\_\_\_\_ Specialty Area Certification – K thru 12

Certification in \_\_\_\_\_  
(Options: Art, Environmental Studies, French, German, Spanish)

\_\_\_\_\_ Emphasis in Special Education Pre-K thru 8 (optional)

\_\_\_\_\_ Emphasis in Special Education 7 thru 12 (optional)

Year and Term You Are Requesting to Student Teach-

Names, Telephone Numbers and Emails of References:

Reference one- \_\_\_\_\_  
Reference two- \_\_\_\_\_  
Reference three- \_\_\_\_\_

**SECTION Ib (For transfer students and post-baccalaureate students only.)**

W&J Graduate (circle one)?      Yes      No

Previous College Attended (other than W&J)-

Date of Graduation-

Academic major(s)-

Academic Minor(s)-

Were you certified to teach (circle one)?    Yes      No

If YES:

Level of Certification (circle one):      Elementary      Secondary

Area of Certification-                      Date of Certification-

Certifying State-

Please attach a copy of your certificate to this application.

**Note:** If you are a transfer or post-baccalaureate student you will have to formally apply to and be admitted to W&J before you may Student Teach.

**SECTION II Coursework: (To be completed by all applicants)**

Using your Web-Advisor account: Cut and Paste the following items into this space:

- #1 Transcript including your GPA
- #2 Program Evaluation

**List Courses Still To Be Taken (include all courses that are planned before graduation):**

<b>Course Number</b>	<b>Title</b>	<b>When and where to be taken</b>
<b>EDU 406</b>	<b>Curriculum Design</b>	Spring-
<b>EDU 407</b>	<b>Student Teaching (counts as 3 courses)</b>	Spring -

**Section III - Required Permissions and Approvals (*To be completed by all applicants*):**

I have discussed this application process with the applicant and am aware that he or she is applying to COTP for approval to student teach.

\_\_\_\_\_  
*COTP Member Signature*  
*(Representative for the Applicant's Major)*

*Date* \_\_\_\_\_

Education Department Certification that the applicant has met with us to discuss his or her plans to Student Teach.

\_\_\_\_\_  
*Education Department Faculty Member Signature*

*Date* \_\_\_\_\_

I have examined the applicant's file and certify that the Education Department has documentation of passing scores on Qualifying Exams for certification or documentation that the student is registered to take them in a timely in March or April.

\_\_\_\_\_  
*Education Department Faculty Member or Staff Signature*

*Date* \_\_\_\_\_

I have examined the applicant's file and certify that the Education Department has the originals for current Act 34, Act 114, Act 151, TB Clearances, and membership to PSEA on file.

\_\_\_\_\_  
*Education Department Faculty Member or Staff Signature*

*Date* \_\_\_\_\_

**SECTION IV (To be completed by all applicants)**

**Requirements**

Do you have?	YES	NO
• Proof of Admission to the Teacher Education Program at W & J <b>or</b> an Application for Admission attached to this form	_____	_____
• A 3.0 or higher cumulative Grade Point Average at Washington & Jefferson College and on any college course work with current transcript(s) on file in the Education Office.	_____	_____
• Passing scores on Qualifying Exams for Certification on file in the Education Office <b>or</b> Documentation that you are registered to take them in March or April on file in the Education Office.	_____	_____
• Current Act 34, Act 114, Act 151, TB Clearances, and membership to PSEA with originals on file in Education Office.	_____	_____

**SECTION V (Items to be attached to the application by all applicants)**

**Additional Transcripts:** Attach transcripts from any other college or university you have attended, if applicable.

**Proof of Admission to the Teacher Education Program:** Attach either a letter from COTP documenting your acceptance into the Teacher Education Program at W & J **or** an Application for Admission to the Teacher Education Program at W & J.

**Letters of Recommendation:** Attach three letters of recommendations, at least two (2) of which must be from college professors in your academic major with whom you have studied. The letters should be in sealed envelopes.

**Letter to COTP:** Attach a letter addressed to COTP giving an overview of your application.

I certify that all of the information in this application is true and that I have carefully read the letter from the Chairperson of the Committee on the Teaching Profession that accompanies the student teaching application. I understand that even if approved, I must provide documentation of passing scores on all required sections of certification qualifying exams before I will be allowed to student teach.

*Applicant's Signature:* \_\_\_\_\_

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