College of Liberal Arts and Sciences

**Placement Policies and Practices**

# Rationale

To ensure success in the placement process parameters must be established and all stakeholders must operate within them. Inconsistency in doing so undermines student experience, jeopardizes our relationships with our partner schools, and reflects poorly on the program and university as a whole. We acknowledge that students may have situations including family obligations, transportation challenges, or disabilities that may impact the placement process. Please make your discipline coordinator aware of any situation that may negatively impact your success before the application deadline.

# ILAS 201 & 301 Field Placement Policies and Practices

1. Every effort will be made to secure a site within the 60-mile radius from the main DeKalb campus.

2. Indication of a placement preference on application, does **not** guarantee confirmed field experiences in that district.

3. Students are responsible for their transportation to and from their placement locations. If transportation will be an issue, students need to discuss this with their discipline coordinator when submitting their application. If a student has challenges with securing their own transportation, their discipline coordinator can help them explore options and resources to reach their placement school(s).

4. Teacher candidates are prohibited from contacting teachers, principals, or school districts for the purpose of soliciting field experience placements.

5. If a student anticipates needing an accommodation for field experiences and is registered with the Disability Resource Center, the student should meet with the DRC to ensure that their Letter of Accommodation is up to date for each semester. **The student must submit their Letter of Accommodation to the Director of Teacher Preparation and Development with their application so that the director can provide or** **facilitate the accommodations needed.**

6. Preference will be given to applications received on or before the due date with late submissions being considered for the upcoming semester **only** if placements are available. Otherwise, late applications will be considered for the subsequent semester.

7. Transfer students or students new to the university are expected to submit an application as soon as possible. If they submit an application after the deadline, they will be considered for the upcoming semester if space allows. If space does not allow, they will be considered for the subsequent semester.

# ILAS 401 and Student Teaching Field Placement Policies and Practices

The College of Liberal Arts and Sciences at NIU offers a variety of student teaching placements throughout northern Illinois. Every effort is made to place student teachers in schools that best meet their needs. Placements are made in the order of application submission with late submissions being considered for the upcoming semester **only** if placements are available. Otherwise, late submissions will be considered for the subsequent semester. Indication of a placement preference on application, does **not** guarantee confirmed field experiences in that district. Students are not to attempt to make their own arrangements with schools for student teaching assignments; this leads to misunderstanding among all parties involved. In addition, except in unusual circumstances, students will not be allowed to student teach in a school from which they have graduated or a school in which a relative is a student, staff member, or board member. **Every effort will be made to place students in a location** **that is no more than 60 miles from their indicated place of residence during student teaching.** Transportation to this placement is the responsibility of the student. If transportation will be an issue, students need to discuss this with their discipline coordinator when submitting their application. If a student has challenges with securing their own transportation, their discipline coordinator can help them explore options and resources to reach their placement school(s). If a student believes that an accommodation is necessary for him/her to successfully complete the experience, the student must request accommodation through the NIU Disability Resource Center and direct them to reach out to the Director of Teacher Preparation and Development at the time of the placement request.

**Approved by CTPD on January 15, 2020**

****

**Final Clinical/Student Teaching Application**

**Application Guide**

**Please review the entire application carefully. A complete application will include:**

1. **Placement Request Page – Placement Preferences**

**Additional Notes Section:** This section is intended for other placement preference details only; for example, school size or middle/high school preference. You should discuss these preferences with your Program Coordinator prior to filling out this application.

1. **Co-Teaching Agreement (optional) –** Only type your signature on this page if you have discussed this option and are interested in Co-Teaching. Remove this page if you are not interested. Co-Teaching placements cannot be guaranteed**.**
2. **TB Test – may be submitted as a separate file or inserted into the application**. Northern Illinois University student teachers are required to show proof of freedom from the communicable disease tuberculosis (TB) before beginning student teaching. You can get this test for a small fee from your doctor, pharmacy, or the NIU health center.
3. **Student Information Pages (2 pages) –** This portion of your application is sent to potential host schools/districts, along with your personal letter and unofficial transcripts.
4. **Personal Letter –** **may be submitted as a separate file or inserted into the application**.   
   See instructional page.
5. **Unofficial Transcripts – may be submitted as a separate file or inserted into the application**.

If you choose to send separate TB Test, Application Letter and/or Unofficial Transcripts, please use the following formatting for naming the files:

Last Name, First Name (Discipline)\_TbTest

Last Name, First Name (Discipline)\_AppLetter

Last Name, First Name (Discipline)\_unTrans

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Final Clinical Semester | Student Teaching Semester |

**Placement Request**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | | |  |  |  |  | |
| Name | Z-ID | | | Discipline |  | Course Number | |
|  | | |  |  | | | | |
| Additional Languages Spoken (fluently) | | | Additional Endorsements Sought | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Background Experiences** | | | | | | |
|  | | |  |  |  |  |
| Middle School Attended | | |  | City |  | State |
|  | | |  |  |  |  |
| High School Graduated | | |  | City |  | State |
|  |  |  | | | | |
| ILAS 201 Placement School(s) | ILAS 301 Placement School(s) | | | | |
|  | | | | | | |
| In which Illinois schools (if any) do you have a close friend and/or relative employed, or serving as a school board member? | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Placement Preferences** | | | |
| **All placements are made with regard to the availability of each school/district accepting student teachers. Placement in one of your preferred choices is not guaranteed. The Placement Office will attempt to place you in a district within 60 miles of your anticipated residence. Transportation is not provided.** | | | |
|  | | | |
| In what town will you reside during your student teaching semester? | | | |
|  | | | |
| **Please refer to the** [**regional placement map**](https://www.google.com/maps/d/u/0/edit?mid=1EAeSoDYLzs1EaTBHalu4K812J_M&ll=41.73380980798478%2C-88.9494314999132&z=8) **for the section below. Choose your top three preferred regions. See the Application Guide for information on the Additional Notes section.** | | | |
|  | |  | **Additional Notes** |
| 1st Choice | |  |
|  | |
| 2nd Choice | |
|  | |
| 3rd Choice | |
|  | |
| Are you interested in Co-Teaching? |  |
| **Please see the Co-Teaching Agreement for more information.** | |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Type your name |  | Today’s Date |

By typing your name here you are verifying that you have read through the entire application and that your information is complete and accurate.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **For Program Use Only** | | | | | | |
| Test Passed? |  |  |  | TB Expiration Date |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Verified by |  | Today’s Date |

Discipline Coordinators: By typing your name you are confirming that this student has met your program’s requirements to be placed for the final clinical.

**Co-Teaching Agreement for 401 and Student Teaching**

Co-Teaching is available in the DeKalb, Sycamore, Huntley, Kaneland and St. Charles school districts. These districts also accept standard placements. More information is available through NIU’s [Professional Development Schools webpage](https://www.niu.edu/educator-licensure/teacher-candidates/co-teaching.shtml).

Expressing an interest in co-teaching will allow us to investigate that type of placement. We do not, at the time of this application, know with any certainty whether or not a school or department will be doing co-teaching.

Signing this document indicates that you understand that a co-teaching placement is not guaranteed but that you agree to participate in co-teaching [at any one of the PDS school districts](https://www.niu.edu/educator-licensure/about/professional-development-schools/index.shtml) if we are able to secure a co-teaching placement for you.

Co-teaching will require additional school meetings (such as attending the first day of school, open houses, parent-teacher conferences, etc.) additional observation hours, and sustained, semester-long contact with your cooperating teacher and placement school.

You will need to spend at least 1 full day or 2 half days at your placement for the entirety of the semester before student teaching.

If we cannot locate a co-teaching placement for you, we will use your listed geographic preferences to secure a traditional student teaching placement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Typed Signature |  | Z-ID |  | Date |

**If you did not select co-teaching, please delete this page from the application.**

**TB Test**

A **current and valid** TB Test must be on file for all Late Clinical Students and Student Teachers. You may insert your TB test below, or send it as a separate file named “Last Name, First Name (Discipline)\_TbTest” to both your Discipline Coordinator and the Placement Office at [CLAS\_TCert@niu.edu](mailto:CLAS_TCert@niu.edu)

TB Test must be valid through September 1 for Fall student teachers

TB Test must be valid through February 1 for Spring student teachers

**If you choose to send in your TB test separately, please remove this page from the application before submission.**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Final Clinical Semester |  | Student Teaching Semester |

**Student Information**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | |  |  | | |  |  |
| Name | | |  | Discipline | | |  | Z-ID |
|  | | |  |  | | |  |  |
| Address **(for the anticipated Student Teaching semester)** | | |  | City | | |  | State |
|  |  |  | | |  |  | | | |
| Phone Number |  | E-mail Address | | |  | IEIN Number | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Program, Degree, and Licensure Information** | | | | | | | | | | | | |
|  | |  | |  | | | | |  |  | | |
| Date of Admission to NIU | |  | | Expected Program Completion Date | | | | |  | Degree Sought | | |
|  | | | | |  |  | | | | | | |
| Teaching Field/Major | | | | |  | Additional Subject Area Endorsements | | | | | | |
|  |  | |  | | | |  |  | | |  |  |
| Current Overall GPA |  | | Current Discipline GPA | | | |  | Hours taken at NIU in your major | | |  | Hours taken outside NIU in your major |

|  |
| --- |
| **Education and Work Experience** |
| High school attended, city and state, year of graduation |
|  |
| Colleges or universities attended in addition to NIU and degree completed, if applicable |
|  |
| Previous classroom experience, if any; unpaid leadership experience such as tutoring, scout leader, church school teacher, etc. |
|  |
| Paid employment as camp counselor, YMCA instructor, tutor, or similar group leadership experiences; Additional work experience |
|  |
| Special abilities, interests, hobbies, awards, distinctions;  Special disabilities or limitations, if any, which you wish to call to the attention of your cooperating teacher or university supervisor. |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Major Coursework**  **(completed by the start of Student Teaching)** | | | | | |
| **Course Title** | **Course #** | **Institution** | **Year** | **Hours** | **Grade** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Education Coursework**  **(completed by the start of Student Teaching)** | | | | | |
| **Course Title** | **Course #** | **Institution** | **Year** | **Hours** | **Grade** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Coursework for Additional Endorsement (if applicable)**  **(completed by the start of Student Teaching)** | | | | | |
| **Course Title** | **Course #** | **Institution** | **Year** | **Hours** | **Grade** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Personal Letter and Unofficial Transcripts**

Write a letter of introduction to your prospective cooperating teacher. For the purposes of this application, your cover letter should be 1-2 double-spaced pages in length.

As with any job application, your application for a student teaching placement must use professional language and should clearly communicate to the recipient your interest and the reasons why you want to become an educator. Since you will be writing a letter, include a salutation and end with a thank you and your signature. Remember all that you learned about writing formal letters during the Career Services seminar in ILAS 301.

Include examples from your previous clinical experiences (but do not mention specific schools, districts or student names) to illustrate your general statements. Some possible questions to consider as you write include:

* What are some of your strengths as a teacher of your subject area - what do you bring to the table?
* What is most important to you when planning and teaching classes?
* What interests you about children and teenagers?

The letter should focus on teaching, but can also shed some light on your personality, your professional ambitions, and your interest in education.

**Insert your letter. If your letter is a pdf, you may send it as a separate file named “Last Name, First Name (Discipline)\_AppLetter” to your discipline coordinator**

**Insert your unofficial transcript. If your unofficial transcript is a pdf, you may send it as a separate file named “Last Name, First Name (Discipline)\_unTrans” to your discipline coordinator.**

**Please remove this page from the application before submission.**