

**NEW MEXICO STATE UNIVERSITY
COLLEGE OF EDUCATION
Advisement Center**

**ELEMENTARY EDUCATION
STUDENT TEACHING APPLICATION**

(All FALL applications are due by **October 9** of the year preceding student teaching)
(All SPRING applications are due by **February 9** of the year preceding student teaching)

NAME (Please Print): _____ SSN: _____
Last First

LOCAL ADDRESS: _____
(Street/Apt. #)

(City/State) (Zip Code)

(Area Code and Phone Number)

When are you planning to Student Teach? __Fall__ Spring 19__
What program are you in? **Undergraduate**__ **Graduate**__
What is your 1st Teaching Field? _____
What is your 2nd Teaching Field? _____
What is your PREFERRED teaching level? **Elementary or Middle School**
(circle one)

In which school district would you prefer to be placed? (Order choices 1, 2, 3)

____ Las Cruces ____ Gadsden ____ Hatch ____ Deming
____ Tularosa ____ Alamogordo ____ Truth of Consequences (T or C)
____ Distant Placements (Additional fees may apply)

____ Grants ____ Farmington ____ Los Alamos ____ Carlsbad
____ International (requires special application)
____ Region IX (Ruidoso, Cloudcroft area)

STUDENT TEACHING REQUIREMENTS

To qualify for student teaching, you must fulfill the following requirements:

- 1. You must complete all the required education courses in you appropriate degree plan with grades of “C” or better.*
- 2. Secondary education majors must complete at least 75% of their teaching field courses.*
- 3. You must be admitted to the Teacher Education Program (TEP).*
- 4. Undergraduates must have a cumulative GPA or 2.5 or better. Graduate Students must have a cumulative GPA of 3.0 or better.*
- 5. You must be classified as a senior (94 credits or more).*
- 6. You must submit your application for student teaching one year before the semester you will be ready to student-teach. All Fall Student teaching applications are due by October 9 of the school year preceding students teaching. All Spring student teaching applications are due by February 9 of the school year preceding student teaching.*

After you have submitted your student teaching application, you should immediately make an appointment with your advisor to review the remaining requirements needed to student teach – called a “degree check.” Assuming you are admitted to the TEP and enrolled in the appropriate courses outlined in your degree check, you will plan to student teach during the semester you requested. The degree check is signed by you and your advisor, thereby agreeing to the course work yet to be completed with the 6-year catalog limit.

It is your responsibility to notify your advisor in writing of any change. Please fill out a new student teaching application to document a change in name, address or student teaching semester request. A current correct address is essential to notify you of meetings and other crucial information. Applying for student teaching is you responsibility as a student and a teacher. The College of Education and you assigned teacher are counting on you to act responsibly and professionally.

Elementary, secondary and special education placements are done one semester in advance, usually completed by may for Fall semester and by December for Spring semester.

Student teachers are expected to have a current TB test on file with the school district in which they are placed. Most districts also require completion of a substitute teaching application. You are expected to follow the school district’s calendar year, which usually requires reporting to your school before the University’s regular semester begins.

Plan on completing the NTE Core Battery test before your student teaching semester. The NTE is required to become a certified teacher in the state of New Mexico. Registration materials are available in Garcia Annex, Room 237A.

R/12/98