

**Student Teaching Application Process and Program  
Frequently Asked Questions**

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### What items do I need to submit for the application?

A list of instructions and all components required for a completed application can be found on Lindenwood's Teacher Education website under 'Student Teaching Application Process'.

**What if I have not yet passed the Missouri Content Assessment?** It is Lindenwood University's policy to require all students to pass the appropriate Content Assessment before a request will be sent to a district. It is essential that each school district understands Lindenwood is sending highly qualified student teachers to educate their children. If a student is having trouble passing the test for his/her content, students can seek guidance from Lindenwood's Student Counseling and Resource Center. The Counseling Center provides a variety of assistance in coping with test anxiety. Please refer to the contact information for the Student Counseling and Resource Center: Professor Marsha Andreoff, MA, LPC Counseling Coordinator 636-949-4528 [mandreoff@lindenwood.edu](mailto:mandreoff@lindenwood.edu)

### What if I already applied to student teach for a previous semester? Will I have to resubmit an application?

If a student was not placed or did not submit a complete portfolio for the anticipated semester, he/she will be responsible for submitting an updated application by the appropriate deadline. All components must be re-submitted, including updated TB and background clearances (if they will expire before the end of the student teaching experience.)

### How do I go about applying for a background check (Family Care Safety Registry)?

Instructions for applying for background checks can be found on Lindenwood's Teacher Education website that lists all components required for the application.

### What if I have a background check (FCSR) that will not be valid for the entire student teaching experience?

Updated background clearances are required before sending a student teaching request to a district. Any background clearance dated earlier than 1 year prior to the starting date of student teaching is considered expired. To update the FCSR, call the number at the website below and request an update. Results are usually sent via email within 1-2 days.

<http://health.mo.gov/safety/fcsr/>

### May I contact a district to secure a placement?

Student Teaching requests are arranged between the school district's Human Resource Department or Placement Coordinator and Lindenwood University's Field and Clinical Experience office. Students should not contact district offices independently.

### What if I want to student teach out-of-region?

If a student wishes to student teach over 50 miles away from campus, he/she is required to attend all seminars the semester prior to student teaching. Because the university does not frequently contact districts from every city in every state, it is the responsibility of the student to gather contact information for choice districts in the area. The student must complete the appropriate documentation for applying to student teaching out-of-region and meet the deadlines for such a request. Additional fees may apply.

### Is it guaranteed I will get my first choice district?

Though effort will be made, Lindenwood does not guarantee a student will be placed with the school district or building he/she has indicated as his/her first choice. Placements are ultimately assigned by the district central offices.

### What if I already work in a school district?

If a student is currently employed in a district, it is likely the background checks will already be on file. Students should indicate on the Candidate Information form that they are an employee in the district. If they plan to student teach in that same district, they may not be required to provide new background screening documentation for the student teaching application; however please know that they may be asked by that district to be screened again. Students may only be exempt from the background screenings if they plan to student teach in their employing district. If a student would like to complete student teaching in a different district, he/she will be responsible for requesting all background checks. **Note:** Every student must submit an application to the student teaching program by the indicated deadline.

### I already work as a contracted teacher in my initial certification area. Can my Student Teaching be waived?

Every student must apply to, enroll in, and complete all responsibilities and assignments for student teaching. Students already contracted as a teacher in their certification content area will still be observed by a Lindenwood professor throughout the semester and will still be required to complete an eportfolio (Foliotek). Students must also be assigned a mentor/cooperating teacher certified in the content area for which the student teacher is seeking certification for evaluations and resources. If you are contracted already, please complete the Teacher of Record link provided in your Student Teaching Application by the deadline. Your request will be reviewed by a committee that will determine if your placement meets Lindenwood's criteria for the student teaching experience.

### Does Lindenwood have a policy against being paid by my district while student teaching?

Lindenwood does not have a policy against currently employed teachers, teacher aides, and paraprofessionals contracted in the certification content area setting receiving payment while completing their student teaching in their employing district; however if the district does not allow it, Lindenwood will abide by the district's policy.

### I already have a teacher who is willing to host me for student teaching. Do I have to apply to student teach or can I just enroll in student teaching?

Every student must submit a student teaching application by the indicated deadline. Enrollment in the accompanying seminar will take place at a later date in the semester. If a student has a teacher asking to be his/her host cooperating teacher, the student must indicate on the Candidate Information sheet the names of the teacher and school building. The Office of Field and Clinical Experiences will make a request to the district for that specific teacher and building.

### How long does it take to receive a placement after I submit my completed application?

The amount of time required for processing a student teaching request varies by each district. Please allow 2-4 weeks for placement.

### Do I need to do anything else after submitting my completed application?

After submitting all components required for a completed application, students must attend the mandatory information meeting held during the semester prior to student teaching. At this meeting, students will be enrolling in the Student Teaching including the weekly seminar, which accompanies your student teaching and will meet on a weekly basis. The date for this meeting will be announced via the e-mail address provided on the Candidate Information Sheet.

### I've been contacted by the Office of Field and Clinical Experiences with a placement. Now what?

After a student receives a student teaching placement, he/she will be responsible for contacting his/her assigned cooperating teacher. He/She should begin working with his/her cooperating teacher in planning for the upcoming semester.

### What if I want to change districts after my placement is secured?

Once a placement has been secured, it will not be changed.

### Whose semester schedule should I follow –the district's schedule or Lindenwood's schedule?

Students will be responsible for student teaching in accordance with the school district's schedule. Please Note: The Student Teaching Seminar will begin at the start of the Lindenwood's academic semester. The Seminar for Spring student teachers typically begins the second week of January and the Seminar for Fall student teachers begins the third week of August.

### How many hours a week will be devoted to student teaching?

Teacher candidates (student teachers) will be expected to attend school every day for 16 weeks, not including breaks, and they will be expected to attend all teacher meetings and professional development days. Since student teaching is a 12-credit hour course (8-credit hours for MAT), teacher candidates are responsible for attending the accompanying evening seminar, which meets weekly on campus for the duration of the semester. More information regarding the seminar will be provided at the mandatory informational meeting, which is held during the semester prior to student teaching.

### What fees are associated with student teaching?

Student teaching is a 12-credit hour course (8-credit hours for MAT). In addition, students will be responsible for a student teaching lab fee, plus background checks, Tuberculosis (TB) test, fingerprinting if the district requires it. Students who elect to student teach out-of-region may be subject to an additional fee.

### How is my grade determined for student teaching?

The Director of Internships and Culminating Experiences issues the grade. That grade is based on completion of all assignments for student teaching seminar, attendance, and evaluations from the Lindenwood University Supervisor, and Cooperating Teacher.