Part I – General Application Information

http://www.wiu.edu/CPEP/clinical_application_instructions.html

Part II – Clinical/student teaching Region/Placement Preference Form
(same website as above)

Part III – Letter of Application

Part IV – Resume

Note: Submit 5 complete packets of Parts I, II, III and IV
(Paperclip materials, No 2-sided printing)

Submission Dates: March 2-5 (Macomb)
March 2 & 3 (Quad Cities campus)

(You must call and schedule an appointment with your teacher education advisor)

*** Candidates must be Fully Accepted to the Teacher Education Program in order to submit an Application to Student Teach. ***

Contact Information:

Mrs. Jackie Richmond
Field and Clinical Coordinator
Horrabin Hall 91
309/298-1281

Mrs. Melissa (Missy) Phillips
Director of Advising & Licensure Officer
Horrabin Hall 91
309/298-2117

Macomb Academic Advisors
Horrabin Hall 91
309/298-1438

QC Academic Advisor
309/762-9481, ext. 62325
Part I - CLINICAL/STUDENT TEACHING GENERAL INFORMATION

www.wiu.edu/cpep

Directions: Carefully complete this entire form. Applications will be processed in the order they are received. Information must be typed.

NAME: _________________________________________     MAJOR: _______________________

STCH SEMESTER:    FALL ☐ SPRING ☐ YEAR: ________

WIU E-MAIL ADDRESS: ___________________________  WIU ID:_____________________

HOME ADDRESS: _______________________________________________________________________

Street,                                                                       City,                   State,        Zip

SCHOOL ADDRESS: _____________________________________________________________________

Street,                                                                        City,                   State,        Zip

CELL #: ________________________       ALTERNATIVE #: _______________________

HIGH SCHOOL ATTENDED: _____________________________________________________________

Name of School,                                                           City,         State

I understand I am strongly discouraged from being employed while clinical/student teaching. Should employment interfere with my clinical/student teaching assignment requirements, I will be required to either terminate employment or the clinical/student teaching assignment.

I realize that it is my responsibility to know and meet all prerequisites for clinical/student teaching and that final assignment is contingent upon my fulfilling this responsibility.

I authorize the Student Teaching Program to release my WIU transcript and fingerprint criminal background investigation reports as well as other related information upon request of the school district.

I understand I am required to provide my own transportation to and from the student teaching assignment. I attest that when using my personal auto, I am covered by valid auto insurance that provides at least the limits of coverage statutorily required to legally operate my vehicle in Illinois and all other jurisdictions in which I travel.

Student Signature __________________________________________ Date _________________

Recommend for Clinical/student teaching ____________________________________________

Major Department Signatory

Secondary Teacher Education Advisor

For Office Use Only:  Candidate's name did not appear on the Convicted Methamphetamine Manufacturer Registry, the National Sex Offender Registry or ISP Child Murderer and Violent Offender Against Youth Registry.

Date  Advisor Initials
Part II - CLINICAL/STUDENT TEACHING PREFERENCE INFORMATION
www.wiu.edu/cpep

Directions: Carefully complete this entire form. Blank spaces indicate your willingness to be placed in any available placements. Applications will be processed in the order they are received. Due to the intense competition for placements, preference will be given to candidates with a cumulative GPA of 3.0 or higher in the suburban Chicago area. Information must be typed.

NAME: ___________________________ MAJOR: ________________________ WIU ID: ______________

Western Illinois University, through its Clinical/student teaching Program, places and supervises student teachers in the following regions:

REGION A ... Chicago Suburbs (North, West & South)
REGION B ... Chicago Public Schools (City of Chicago)
REGION C ... Quad Cities (including Quad Cities & Outlying Areas)
REGION D ... Western/Central Illinois (Quincy/Peoria/Macomb)

From the regions listed above, select your first preference and place the region letter on the line below. On the line to the right, name the town or suburb from which you expect to commute. City of Chicago students should indicate the three closest suburbs from which they will be commuting. Second preference, different from the first, must be listed by all student teachers in the event we are unable to accommodate the first preference.

REGION _____ 1st Preference Would commute from_________________________________ (town)
REGION _____ 2nd Preference Would commute from_________________________________ (town)

University Supervisors of student teachers will make the placement. Under no circumstances can student teachers arrange their own clinical/student teaching assignment or commit themselves to any school building or teacher. Any such arrangement will not be honored.

Housing arrangements during the clinical/student teaching semester are the responsibility of each student teacher. Any student requesting an assignment outside the approved regions must appeal in writing to the Field, Clinical and Internship Review Committee. ONLY DOCUMENTED CASES FOR EXCEPTIONALITY WILL BE CONSIDERED. If approved, the student will be responsible for paying any additional costs incurred. It may be necessary for the student to obtain temporary housing during the clinical/student teaching experience.

If you have immediate family members (mother, father, brothers, sisters, aunts, uncles) employed by any school district in the regions we serve, please list their name, job, school building, and city/town in the space provided below. Also indicate if you have children attending any of these schools. Failure to disclose this information will jeopardize your placement.

For office use only: Academic advisor to identify grade level preference in consultation with candidate.

For Early Childhood: Circle 3-6 if K-3, 7-9 if K-5
For Elementary/Bilingual: Circle 4-6 (circle one)
For Middle Level: Circle 5-8
For High School: Circle 9-12

Middle Level Teaching Endorsements
(centers two)

Secondary Majors: High School: (grades 9-12) Circle Middle Level: (grades 7-8)

K-12: Circle (Art, Foreign Languages, Kinesiology, Music, Special Education) (Check if DUAL cert)

Elementary Middle High School (Circle Two)

NOTES: ________________________________________________________________________________________________
Part III - LETTER OF APPLICATION

To prepare for writing this application, review the WIU Career Development Office website for information related to writing a cover letter and resume. www.wiu.edu/student_services/career_development_center/resume/ Contact Jackie Richmond at 309-298-1281 or J-Richmond@wiu.edu for assistance. The University Writing Center offers assistance to students as well.

This will be the “first impression” the school/building administrator will have of you as a future educator. This individual may be influential as to whether you have a teaching contract in that district after the clinical/student teaching experience is over.

This application requires your full, focused attention. This letter must be a very formal letter and free of typos and grammatical errors!

Letter of Application Guidelines: (See Sample)

Three paragraphs.
Font: “Times-Roman”, "Arial", "Calibri". The sizes should range from 12 to 10.
Single spaced. Center on page with appropriate margin widths.
Paper-white (no designs).
Dear Building Administrator:

Paragraph 1- This paragraph is your introduction to the building administrator. You are requesting consideration for a clinical/student teaching position in his/her school district. Your major should be identified. There should be at least three sentences.

Paragraph 2- Respond to the following: “Given that the ultimate goal of the WIU Teacher Education program is the empowerment of all learners, and keeping what you have learned about students and the factors that impact student learning in mind, discuss your goals as a future teacher specifically related to making a positive impact on student learning.” Your response should be at least five sentences.

Paragraph 3- Summarize why you would be a positive addition to the host school during your clinical/student teaching experience. Identify your skills and abilities. Emphasize your strengths. There should be at least three sentences.

Sincerely,

(leave at least 4 lines for your signature)

Type Your Name
Part IV - RESUME

Following is information to assist in the preparation of the resume. This document must be very formal and free of typos and grammatical errors! A resume is an individualized marketing tool that should highlight your strengths.

Consider the following points:

- Think about any relevant experience that you may have as it pertains to the position to which you are applying.
- Look at the resume from the reader’s point of view rather than from the writer’s point of view.
- Focus on being thorough and detailed, yet brief and concise.
- Select appropriate resume headings such as:
  - Identifying Information
  - Education (List community college only if you have a degree. Do not list high school.)
  - Educational/Teaching Experience (Camp counselor, tutoring, field experience, other work with children) Include description of all field experiences you have completed, are currently enrolled in or will be completing before student teaching. Reflect on your experiences in coursework such as ELED 370, 371, 470; ECH 380, 381, 480; EIS 303, 304; SPED 280, 460 430/445 etc.
  - Other Work Experience (Limit to previous four years.)
  - Affiliations, Honors
- Resume Style
  - Font: “Times-Roman", "Arial", "Calibri". The sizes should range from 12 to 10.
  - Single spaced. Center on page with appropriate margin widths.
  - Paper-white (no designs).
  - Length: One page is best, but two is acceptable.
  - Format: Use “bullet points” rather than paragraphs to highlight accomplishments.
EDUCATION

WESTERN ILLINOIS UNIVERSITY, Macomb, IL  GPA: 3.23/4.0
Bachelor of Arts, May 2016  Major GPA: 3.56/4.0
Major: English Education  Academic Dean’s List
Minor: History
Middle School Endorsements: Social Science
Licensure: 6-12

TEACHING EXPERIENCE

Macomb Senior High School, Macomb, IL  To be completed Fall 2015
• Plan to create and teach lessons according to Illinois teaching standards

West Prairie Middle School, Colchester, IL  (6th grade)  Spring 2015
• Observed a team of three teachers employing an integrated approach to language arts and social studies instruction
• Utilized various teaching strategies to encourage student participation
• Developed and taught a unit on poetry
• Designed quizzes and graded homework assignments
• Maintained classroom rules and procedures

RELATED EXPERIENCE

Consultant Writing Center, WIU, Macomb, IL  Fall 2013-present
• Help students address issues such as purpose, audience, and organization with regards to their writing assignment
• Teach proof-reading strategies
• Help students understand and revise the grammatical errors they make the most

Counselor, Camp Atwater, North Brookfield, MA  Summers 2013-2014
• Provided a safe learning environment for 25 campers, ages 7-14
• Supervised daily educational activities and social outings

Resident Assistant, Western Illinois University, Macomb, IL  Fall 2013-Spring 2014
• Developed educational programs and social activities for 175 women
• Counseled residents with academic, social, and emotional concerns
• Enforced policies and disciplined students using an educational approach

ACTIVITIES

National Council of Teachers of English  Habitat for Humanity
Alpha Kappa Alpha  Resident Assistant Council

WORK EXPERIENCE

Student Assistant, Library, WIU, Macomb, IL  2011-2013
Sales Associate, Borders Books, Davenport, IA  2009-2011
REFERENCES: (2 or 3 faculty/mentor teachers; be sure to get permission to use them as a reference)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Place of Employment</th>
<th>Street Address</th>
<th>City, State, Zip</th>
<th>Work Phone Number</th>
<th>Email</th>
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</tr>
</tbody>
</table>

Name
Title
Place of Employment
Street Address
City, State, Zip
Work Phone Number
Email
IMA A. STUDENT
Permanent Address: 1154 Anystreet Road • Hometown, Illinois 62000
Campus Address: 1341 Higgins Hall • Macomb, Illinois 61455
CELL: (309) 555-8163 • Home: (309) 555-4201
IA-Student@wiu.edu

EDUCATION
Bachelor of Science in Education-Special Education - May 2016
Western Illinois University-Macomb, Illinois-NCATE Institution
Overall GPA: 3.57/4.0
Major GPA: 3.77/4.0

EDUCATIONAL/TEACHING EXPERIENCE

High school placement
To be completed Fall 2015
- Will develop and create lesson plans across the curriculum in a high school setting
- Plan to provide instruction and accommodations to a variety of students

Elementary School placement
To be completed Fall 2015
- Plan to teach lesson plans across the curriculum, according to Illinois learning standards, in an elementary classroom setting

Roseville Elementary School-Roseville, IL (7th and 8th grade)
Spring 2015
- Planned and taught several lessons dealing with language/reading and social skills
- Provided instructions in mathematics to 12 students (LD, BD, OHI)
- Developed and taught an eight day unit on measurement
- Worked one-on-one with students and provided small group instruction

Western Illinois University, Adapted Physical Education class
Fall 2014
- Interacted with students from local elementary schools individually and in small groups who were brought to campus
- Created and taught lessons specifically designed to adapt activities for students between the ages of 6 and 12

Spoon River Community College-Macomb, IL (Tutor high school students)
Spring 2014
- Provided one-on-one and small group instruction with severe and profound high school age students
- Assisted teaching students reading, driver’s education, cooking, social skills, social studies, and math
- Graded papers and made copies for the teacher

LEADERSHIP EXPERIENCE

Sigma Sigma Sigma Sorority, 2013-present
- Honor Council Chairman
- Resource Chair
- Ritual Chair
- Arc Group Leader

Special Olympics-Franklin Junior/Senior High School, August 2012-May 2014
- Assistant Coach
WORK EXPERIENCE

Best Buddies of America-Western Illinois University-Macomb, IL 2013-present
Tumbling Coach-YMCA-Macomb, IL Summer 2014
Fitness Instructor-Campus Recreation Service –Macomb, IL December 2012-May 2013

HONORS

Dean’s List, 5 semesters
The Joseph J. Joseph Scholarship Award, 2 years

AFFILIATIONS

Council for Exceptional Children
Best Buddies of America
Phi Eta Sigma

ADDITIONAL SKILLS

Proficient in Microsoft Word, Excel, and PowerPoint
Familiar with Sign Language (both how to sign and how to interpret sign)

REFERENCES (NOTE: 2 or 3 faculty/mentor teachers; be sure to get permission to use them as a reference)

Name
Title
Place of Employment
Street Address
City, State, Zip
Work Phone Number
E-Mail

Name
Title
Place of Employment
Street Address
City, State, Zip
Work Phone Number
E-Mail
I AM A. SAMPLE

School Address: WIU, Thompson Hall 238, Macomb, IL 61455 • (309) 298-5555
Permanent Address: 22 Westwood Drive, Bettendorf, IA 52722 • (319) 111-1234
E-mail Address: iam-sample@wiu.edu

EDUCATION

Bachelor of Science in Education
Western Illinois University, Macomb, IL- NCATE Institution
Cumulative GPA: 3.75/4.0
Major: Elementary Education
Major GPA: 4.0/4.0
Middle School Endorsements: Language Arts, Social Science

TEACHING EXPERIENCE

Pre-Student Teacher
To be completed Fall 2015
• Plan to develop and create lesson plans across the curriculum according to Illinois learning standards

Teacher’s Aid, 1st Grade, Lincoln Elementary School, Macomb, IL
Spring 2015
• Applied learning theories and practices while participating in daily second grade classroom instruction.
• Worked with students in small groups for Daily Oral Language (D.O.L.) and reading groups

Tutor, 5th/6th Grade, Ingesoll Middle School, Canton, IL
Fall 2014
• Worked with students one-on-one and in small groups
• Demonstrated patience and understanding while managing difficult children

RELATED EXPERIENCE

Resident Assistant, Western Illinois University, Macomb, IL
Fall 2013-present
• Built community among 40 women in a co-ed living center
• Organized, created, and presented educational and social programs
• Educated residents on conflict resolution and responded to crisis situations

Orientation Team, Western Illinois University, Macomb, IL
Summer 2014
• Worked with faculty and administration in organizing activities
• Assisted new students and their families in their transition to WIU
• Presented and facilitated small group discussions
• Performed a series of campus life skits for family and student audiences
• Served as guide and resource for incoming students and families

FYE Peer Mentor, Western Illinois University, Macomb, IL
Fall 2013-Spring 2014
• Attended training session and the Move-in orientation program
• Provided assistance to freshmen in adjusting to class during the first week by attending FYE class
• Found and arranged possible co-curricular events
• Attended 3 to 5 co-curricular events and led discussions
• Planned social activities for the class

LEADERSHIP EXPERIENCE

Student Education Association (President, Fall 2012-present)

HONORS & AFFILIATIONS

Dean’s List, 6 terms
Illinois Education Association
Kappa Delta Pi
National Education Association
Western Illinois Reading Council

SPECIAL SKILLS

Claris Works, Claris Works for Kids, Hyper Studio, Making the Grade, and Microsoft Office
Communication in written and oral Spanish
IAM A. SAMPLE

School Address: WIU, Thompson Hall 238, Macomb, IL 61455 • (309) 298-5555
Permanent Address: 22 Westwood Drive, Bettendorf, IA 52722 • (319) 111-1234
E-mail Address: iam-sample@wiu.edu

REFERENCES: (2 or 3 faculty/mentor teachers; be sure to get permission to use them as a reference)

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Work Phone Number
Email

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City, State, Zip
Work Phone Number
Email

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Place of Employment
Street Address
City, State, Zip
Work Phone Number
Email
EDUCATION ADVISORS BY DEPARTMENT

Your clinical/student teaching Application must be signed by the person(s) whose name is listed as signatory for the field in which you are majoring.

<table>
<thead>
<tr>
<th>Major Field</th>
<th>Signatory</th>
<th>Chairperson</th>
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<tbody>
<tr>
<td>Agriculture</td>
<td>Andrew Baker OR Ember Keithley AND Angi Comrie</td>
<td>Andrew Baker</td>
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<td>Art</td>
<td>Ta-Teh Ku AND Angi Comrie</td>
<td>Charles Wright</td>
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<tr>
<td>Bilingual/Bicultural</td>
<td>Jeanne Gage OR Tammy Wilson</td>
<td>Gloria Delany-Barmann</td>
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<tr>
<td>Biology</td>
<td>Laura Barden-Gabbei AND Angi Comrie</td>
<td>Charles Lydeard</td>
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<td>Chemistry</td>
<td>Laura Barden-Gabbei AND Angi Comrie</td>
<td>Rose McConnell</td>
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<tr>
<td>Early Childhood/Elementary</td>
<td>Tammy Wilson, OR Jeanne Gage, OR Kim Moreno</td>
<td>Anne Gregory</td>
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<tr>
<td>English</td>
<td>Ellen Poulter AND Angi Comrie</td>
<td>Mark Mossman</td>
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<tr>
<td>Foreign Languages</td>
<td>Dan Brown OR Gary Schmidt AND Angi Comrie</td>
<td>Gary Schmidt</td>
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<td>History</td>
<td>Ralph Heissinger AND Angi Comrie</td>
<td>Simon Cordery</td>
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<td>Kinesiology/PE</td>
<td>Julie Standard, AND Angi Comrie</td>
<td>Janet Wigglesworth</td>
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<td>Mathematics</td>
<td>Bob Mann, OR James Olsen, OR Iraj Kalantari AND Angi Comrie</td>
<td>Iraj Kalantari</td>
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<td>Music</td>
<td>Chris Lapka, AND Angi Comrie</td>
<td>Bart Shanklin</td>
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<td>Physics</td>
<td>Laura Barden-Gabbei AND Angi Comrie</td>
<td>Mark Boley</td>
</tr>
<tr>
<td>Special Education</td>
<td>Tammy Wilson, OR Jeanne Gage, OR</td>
<td>Anne Gregory</td>
</tr>
</tbody>
</table>

Revised January 2015
POLICY FOR LATE CLINICAL/STUDENT TEACHING APPLICATIONS

Students needing permission for EIS 304, EIS 401 and/or C&I 403 must be fully accepted into the Teacher Education Program (TEP) and registered for these courses by Friday, August 28, 2015.

Candidates in the Western Illinois University Teacher Education Program (TEP) are required to file a clinical/student teaching Application one year in advance of the clinical/student teaching semester. Applications are distributed at meetings held each semester (typically September/October and February/March), and a deadline date is established for those students planning to student teach the next academic year. This deadline date allows the Center for the Preparation of Education Professionals to finalize staffing needs and to begin articulation with public school personnel for quality clinical/student teaching sites.

Candidates must be fully accepted into TEP before clinical/student teaching applications will be accepted. Specific requirements for admission to TEP are delineated in the WIU Teacher Education Program General Handbook which is available on the website at www.wiu.edu/cpep.

Candidates who fail to submit a clinical/student teaching application during the published deadline date may appeal to the Selection, Retention, and Appeals Committee for approval to submit a late application. However, candidates are reminded that committee approval may only be granted to those demonstrating a valid case for exceptionality. Appeal forms are available in the Center for the Preparation of Education Professionals (Horrabin Hall 91), the QC Advising Center, or online at www.wiu.edu/cpep. Appeals should be made no later than tenth day of classes the semester proceeding the clinical/student teaching semester.

Absolute Deadline:
September 4, 2015 for Spring 2016 Applications

Revised January 2015
The following information which may be helpful in addressing specific questions related to the clinical/student teaching/clinical experience.

APPLICATION: Application to student teach must be made one year in advance of the clinical/student teaching semester. If you are uncertain about your eligibility for a specific semester, please contact your COEHS academic advisor to review your academic plans.

Each candidate is responsible for submitting the clinical/student teaching application, in person, to his/her teacher education advisor on or before the published deadline date.

APT EXAM: Each candidate is responsible for passing the applicable Assessment of Professional Teaching (APT) exam prior to the completion of clinical/student teaching/graduation. Passage of this exam is a requirement for licensure.

APPLICATION CHANGES: Once your clinical/student teaching application has been submitted, do not expect to change your first choice region selection or the preferred grade level. We will have started the initial phase of site selection, and last-minute changes can circumvent our best efforts to obtain quality school settings.

ASSIGNMENT: All clinical/student teaching assignments are arranged through the Center for the Preparation of Education Professionals. Field-based University Supervisors reside within the geographic regions we serve, and they are charged with the responsibility to identify and finalize all assignment information. Under no circumstance should candidates attempt to arrange their own assignment in our geographic regions.

Assignment information, if finalized, will be given to the prospective student teacher during advance registration preceding the clinical/student teaching semester. If finalized information is not available, the candidate will be encouraged to contact the Coordinator of University Field and Clinical Experiences for any information available at that time.

BACKGROUND INVESTIGATION: All student teacher candidates must complete a background investigation the semester prior to clinical/student teaching.

CAMPUS ACTIVITIES: During your clinical/student teaching experience, you should not plan to retain an active role as an officer of an organization, participate in athletics, have newspaper responsibility, or have extracurricular activities (athletics, band, chorus, dramatics, resident halls work, etc.) that will interfere with your full-time responsibilities as a student teacher.

CAREER DEVELOPMENT CENTER: Visit the WIU Career Development Center (125 Memorial Hall) or online (www.wiu.edu/student_services/careers/) to establish your online file with the eRecruiting System. This system will allow you to post your personal resume into a resume book that can be viewed by school districts. You will also be able to search for teaching positions that have been posted on the office home page. If you require assistance please contact their office at 298-1838.

CHANGE IN STATUS: If you move to a different address, please notify the Coordinator of University Field and Clinical Experiences at (309) 298-2117 (this includes your new residence each semester, prior to the clinical/student teaching semester). We mail pertinent information to prospective student teachers, and it is vital that we are able to reach you. Oftentimes, supervisors of student teachers will direct this department to contact a candidate to set up a scheduled interview with a prospective mentor teacher and/or building administrator. Also, notify the Center for the Preparation of Education Professionals if you drop out of the WIU Teacher Education Program. This notification will allow the field-based supervision specialists to be alerted well in advance of the
start date for clinical/student teaching.

If you are not going to be enrolled in courses at WIU the semester prior to clinical/student teaching, please inform the Coordinator of University Field and Clinical Experiences.

**CONTENT EXAM:** By State law all teacher education candidates must pass the applicable content/subject matter exam(s) prior to clinical/student teaching. Teacher education candidates will not be cleared to student teach without having passed the exam(s) by the designated clinical/student teaching clearance deadline.

**COURSE WORK WHILE STUDENT TEACHING:** All program course work must be completed prior to student teaching. Candidates are prohibited from taking courses while student teaching.

**edTPA (TEACHER PERFORMANCE ASSESSMENT):** This will be used to evaluate teacher education candidates during the student teaching experience and is required for the Illinois PEL (Professional Educator License). Successful completion of the edTPA is a requirement for licensure.

**ELL MODULES:** All teacher education candidates must pass the English Language Learners (ELL) modules prior to clinical/student teaching. The assessment is focused on gaining an understanding of basic ELL terms and acronyms through multiple choice and true/false questions. [http://www.wiu.edu/tea](http://www.wiu.edu/tea). If you have questions, please contact Debbie Danner (de-danner@wiu.edu) in the office for Partnerships, Professional Development, and Technology, Horrabin Hall 113, phone: 298-2444.

**E-MAIL:** You must utilize your WIU e-mail address for all University-related correspondence. This is the only e-mail address we will use in sending information concerning WIU business. Activate your WIU e-mail by going to [www.wiu.edu/guava](http://www.wiu.edu/guava). You may also contact University Computer Support Services in Stipes Hall, Room 126 (298-2704).

**GRADING:** All clinical/student teaching courses are graded S/U only.

**HOMETOWN:** If your hometown falls within the regions served by WIU, candidates may opt to reside at home during the clinical/student teaching semester. However, if this is not the case, candidates must be prepared to plan finances and secure temporary housing in the region.

**HOUSING:** Unless you are assigned within commuting distance of the WIU campus, you are expected to reside in an off-campus community for your clinical/student teaching experience. For those candidates approved to student teach in and around the Macomb region, the University Housing and Dining Services Office makes available information about contracts and other regulations involving residence halls and off-campus housing.

While clinical/student teaching applications are due one year in advance of clinical/student teaching, all candidates are instructed not to reduce their flexibility by signing rigid housing leases in the Macomb, Quad Cities, or surrounding areas.

**LICENSURE:** Candidates with questions regarding any aspect of the teacher licensure process should contact the WIU Licensure Office, Horrabin Hall 91, or telephone (309) 298-1434. Instructions regarding the licensure application process will be sent via email during the clinical/student teaching semester.

**MANDATED REPORTER:** All teacher education candidates are required to complete the online Mandated Reporter training on a computer attached to a printer so that the certificate of completion can be printed at the time training is finished (allow 60-90 minutes). [https://www.dcfstraining.org/manrep/index.jsp](https://www.dcfstraining.org/manrep/index.jsp). A copy of the certificate along with the mandated reporter status form ([http://www.state.il.us/DCFS/docs/cants22.pdf](http://www.state.il.us/DCFS/docs/cants22.pdf)) may be submitted with the student teaching and graduation application materials to the CPEP office.
**ORIENTATION:** Prospective student teachers are required to attend a student teaching orientation meeting the semester prior to student teaching. Notification will be sent to you in advance of the meeting time. The primary focus of the orientation meeting is to have you meet the University Supervisor responsible for placing and supervising you during the student teaching semester. The Supervisor of student teachers will outline all professional expectations for student teaching and will answer any questions you may have about the experience. In addition, you should plan to attend individual area seminars as well as appropriate workshops conducted in the region where you are assigned. Your University Supervisor will inform you about these events.

**PHYSICAL FITNESS REQUIREMENT:** Illinois School code identifies the need for new employees, including student teachers, to provide evidence of physical fitness to perform the duties assigned and freedom from communicable disease. It will be your personal responsibility to comply with the Illinois School Code physical exam requirement if requested by a hosting school district during your student teaching assignment.

**REGISTRATION:** The CPEP Office will register all candidates for student teaching. Candidates must be officially registered with the University prior to beginning the student teaching assignment. Candidates should strive to be cleared of all registration encumbrances by April 1 for fall student teaching and November 1 for spring student teaching. Contact Mrs. Phillips at 298-2117 if this is not possible.

**SPECIAL ARRANGEMENTS FOR STUDENT TEACHING PLACEMENT:** Requests to student teach “out of area” are considered for exceptional circumstances only. To be considered for this type of placement, a candidate must appeal. The appeal form is available in the Center for the Preparation of Education Professionals (Horrabin Hall 91), the QC Advising Center, or online at [www.wiu.edu/cpep](http://www.wiu.edu/cpep). Questions should be directed to Mrs. Richmond, Horrabin Hall 91, (309) 298-1281.

**STUDENT TEACHING:** The academic semester of student teaching is a full-time commitment for a minimum of sixteen full weeks (you will pay for 12 semester hours), depending on the requirement mandated by specific department and certification requirements.

**STUDENT TEACHING AT HOMETOWN SCHOOL(S):** Because it is the goal of the Western Illinois University Teacher Education Program and a charge of our NCATE accreditation to provide a diverse teacher education preparation program, candidates are not allowed to return to their hometown school(s) to student teach. A request to student teach in the hometown school(s) will be considered a special arrangement (see appeal process).

**SUMMER STUDENT TEACHING:** There is no provision for summer student teaching at WIU.

**WORKING WHILE STUDENT TEACHING:** Candidates are strongly discouraged from being employed while student teaching. Should employment interfere with the student teaching assignment requirements, the student teacher will be required to either terminate employment or the student teaching assignment. State mandate prohibits a candidate from being financially compensated for work performed in a school district in which he/she is currently clinical/student teaching.

Revised January 2015
This checklist serves as a reminder that all clinical/student teaching clearance requirements must be satisfied by the dates indicated in order to student teach spring semester 2016. Be reminded that:

**TO DO / Check Off List:**

- All fall 2015 course work required to satisfy program/degree requirements must be completed at WIU, Macomb or QC campus. If you want to take coursework elsewhere an appeal is required prior to enrollment in the course. The deadline to appeal is June 1, 2015. Please contact your advisor for additional information.
- All course work (including transfer coursework and independent study) must be completed and a final grade recorded on your WIU transcript by December 22, 2015. An "Incomplete" in any course work is a deficiency. All grade changes must be recorded on the WIU transcript by December 22, 2015.
- Verify official passing results of the applicable content-area test(s) [Including TLP-Spanish for Bilingual majors and OPI for foreign language majors] in the Center for the Preparation of Education Professionals (Horrabin Hall 91, WIU, Macomb, IL 61455) by December 1, 2015. We recommend that you take the required test(s) no later than October 2015! Note: Please be aware that there is a 60 day waiting period between testing dates.
- Maintain the required cumulative and major GPAs for your major. If clinical/student teaching in the endorsement area, you must maintain the minimum GPA required for the program. Clinical/student teaching at the middle level requires satisfactory completion of C&I 403 with a minimum grade of “C” prior to the clinical/student teaching term.
- Provide official verification of a fingerprint background investigation to be completed the semester prior to student teaching. Results must be approved and on file in the CPEP by November 1, 2015. Licensure may be delayed up to a year after completion of court supervision for criminal offenses; consult Licensure Office. Candidates completing student teaching in Chicago Public Schools background check is due November 1, 2015. I authorize the Coordinator of University Field Experiences to release a copy of my background investigation to my assigned student teaching placement district if requested by the district.
- Complete the English Language Learner (ELL) Modules by November 1, 2015. http://www.wiu.edu/tele
- Comply with the Illinois School Code physical exam requirement during your student teaching assignment.

*Note:* Candidates may not take any additional coursework while student teaching.

Candidates must have departmental recommendation prior to student teaching. This is facilitated through CPEP office.

You may not begin student teaching until you are officially registered in your student teaching coursework. Your education advisor will assist you with the student teaching registration.

You must also pass the APT test in order to be licensed in the state of Illinois. The University Teacher Education Committee recommends the APT exam be completed the semester prior to student teaching.

You must also satisfactorily complete the edTPA/teacher performance assessment in order to be licensed in Illinois, beginning Fall 2015. Information will be forthcoming from your major department, about completing this during your student teaching assignment.

**STUDENTS WHO DO NOT SATISFY ALL CLEARANCE REQUIREMENTS AS NOTED HEREIN WILL BE CANCELED FROM STUDENT TEACHING.** Please contact your teacher education advisor immediately if you have any questions or concerns about this notice.

Macomb Campus  Phone: (309) 298-2117  Quad Cities Campus  Phone: (309) 762-3999, ext. 62325

Student’s Name (please print)  Student’s Signature  Date

White/office – Yellow/student  STCH Checklist Spring 2016.doc
PAPER-BASED TESTING

http://www.il.nesinc.com/

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Regular Registration Deadline</th>
<th>Late Registration Deadline (additional fee applies)</th>
<th>Emergency Registration Deadline (additional fee applies)</th>
<th>Score Report Date</th>
</tr>
</thead>
</table>

• The deadline for submission of requests for alternative testing arrangements and all necessary documentation is the regular registration deadline. Because of space, staff, and time constraints, there can be no assurance that requests received after this deadline can be accommodated.
• Registrations must be completed by 5:00 p.m. central time on the registration deadline for the period.
• Tests currently available as paper-based: Foreign Language: French (127); Foreign Language: Spanish (135); Target Language Proficiency (TLP)-Spanish (056). Subject to change without notice.

COMPUTER-BASED TESTING

Most ILTS computer-based tests are administered year-round by appointment, Monday through Saturday (excluding some holidays).

Registration for computer-based testing is available only on the Internet by selecting "Register Now" on the ILTS website.

You should try to register as early as possible before your desired test date, as seating is limited. Before registering, you may check real-time seat availability and review test center locations.

• Check seat availability for ILTS custom tests at www.pearsonvue.com/es/sa/.
• Locate a test center at www.pearsonvue.com/es/locate/.

Please note seat availability information is subject to change and that not all tests are offered at all locations. Due to the amount of time required to process a registration, you may not be able to schedule an appointment to test if you register within three calendar days of the day on which you plan to test. Note: There is a 60 day waiting period between testing dates.

Macomb Testing Location
Spoon River College Outreach Center
2500 E. Jackson Street
Macomb, IL 61455
309-833-6017

Quad City Locations
Pearson Professional Centers-Davenport
100 E. Kimberly Road
Northwest Bank & Trust Company
Davenport, IA 52806

Rock Island County ROE
3430 Ave. of the Cities
Moline, IL 61265
1. Complete both sides as best you can, leave anything you are unsure about blank.
   - Program: Teacher Education
   - Primary Major Degree: See table below
   - Primary Major: List your major
   - Primary Major Option: See table below
   - 1st Minor: List minor if you have one
   - Sign – Student’s Signature and Major Advisor’s Signature
   - Indicate whether or not you will be attending graduation ceremony
   - On back page: Indicate ID#, Name, and current local address
   - If you will be taking course work somewhere other than WIU for any of the remaining semesters, you must indicate this information.

2. Get required signatures from:
   - Your Major Advisor (Agri, Biol, Chem, Kin, Phys, Math, Eng, Hist, Art, Span, French, Music majors)
   - Alumni House, 1009 West Adams St. (complete the Alumni Registration Form on STARS)
   - Career Services Office, Memorial Hall 125

3. When you check in for your advisor appointment, give the graduation application to the secretary for the Licensure Office signature.

<table>
<thead>
<tr>
<th>PRIMARY MAJOR DEGREE</th>
<th>PRIMARY MAJOR</th>
<th>PRIMARY MAJOR OPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.S. (Bachelor of Science)</td>
<td>Agriculture, Biology, Chemistry, Physics, Math, Physical Education (K-12)</td>
<td>Teacher Licensure</td>
</tr>
<tr>
<td>B.A. (Bachelor of Arts)</td>
<td>English, History, Art, Spanish, French</td>
<td>Teacher Licensure</td>
</tr>
<tr>
<td>B.M. (Bachelor of Music)</td>
<td>Music</td>
<td>Teacher Licensure</td>
</tr>
<tr>
<td>B.S.Ed. (Bachelor of Science in Education)</td>
<td>Elementary Education</td>
<td>Elementary or Early Childhood</td>
</tr>
<tr>
<td>B.S.Ed. (Bachelor of Science in Education)</td>
<td>Bilingual/Bicultural Education</td>
<td></td>
</tr>
<tr>
<td>B.S.Ed.(Bachelor of Science in Education)</td>
<td>Special Education</td>
<td>LBS1</td>
</tr>
</tbody>
</table>
ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS

I, ________________________________, understand that when I am employed as a
(Employee Name)

_____________________________________________________, I will become a mandated reporter under the
(Type of Employment)
Abused and Neglected Child Reporting Act [325 ILCS 5/4]. This means that I am required to report or cause a
report to be made to the child abuse Hotline number at 1-800-25-ABUSE (1-800-252-2873) whenever I have
reasonable cause to believe that a child known to me in my professional or official capacity may be abused or
neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates
24-hours per day, 7 days per week, 365 days per year.

I further understand that the privileged quality of communication between me and my patient or client is not
grounds for failure to report suspected child abuse or neglect, I know that if I willfully fail to report suspected
child abuse or neglect, I may be found guilty of a Class A misdemeanor. This does not apply to physicians who
will be referred to the Illinois State Medical Disciplinary Board for action.

I also understand that if I am subject to licensing under but not limited to the following acts: the Illinois
Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the
Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the
Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist
Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice
Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Naprapathic
Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor
Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license
suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements,
which apply to me under the Abused and Neglected Child Reporting Act.

_____________________________________________________
Signature of Applicant/Employee

_____________________________________________________
Date

CANTS 22
Rev. 8/2013

Office of the Director
406 E. Monroe Street • Springfield, Illinois 62701
www.DCFS.illinois.gov
Mandated Reporter Requirement

Pursuant to the Abused and Neglected Child Reporting Act (ANCRA), State Superintendent, Dr. Christopher Koch, has indicated that student teachers are mandated reporters of child abuse and neglect when acting in their professional or official capacity.

Student teachers must complete the online training (allow 60-90 minutes) on a computer attached to a printer so that the certificate of completion can be printed at the time training is finished. https://www.dcfstraining.org?manrep/index.jsp. Answer “Other” for question: Which mandated reporter category best fits your role. Then type in “student teacher” as your role, with “WIU” as your employer, and “Macomb” as the city of employment.