



Missouri State
UNIVERSITY

Educational Field Experiences
417-836-5253 / Hill Hall 200

Request and Approval to Student Teach Out of State or Out of Country

Student Name: _____ M#: _____

Area of Certification/Level: _____

Specific Location Request: _____

Student Teaching Semester: _____ Date of Request: _____

Attached is a letter from the student requesting an Out of State/Country student teaching placement that includes the rationale/reasons for this request. The student's department may also choose to submit a letter of support.

DEPARTMENT ROLE AND RESPONSIBILITY

PLEASE CHOOSE ONE

- Option A** – The student's department supports this request and will identify and contact an accredited university and supervisor in the requested geographic location. The department and/or the student teaching program coordinator will work in conjunction with that university's Field Experiences office and/or supervisor to locate a quality placement and cooperating teacher for the student. The student's department will also monitor the student teacher candidate's progress throughout the semester by communicating with the supervisor to ensure that all requirements for Missouri certification are met.
- Option B** – The Educational Field Experiences (EFE) office will secure a placement in the requested geographic location (locating accredited university, supervisor, and cooperating teacher). The student's department will monitor the student teacher candidate's progress throughout the semester, communicating with the supervisor to ensure that all requirements for Missouri certification are met.
- Option C** – The student's department does NOT support the student teacher candidate's request.

STUDENT ROLE AND RESPONSIBILITY

Students who are approved for Out of State/Country student teaching will be assessed an additional student teaching fee of \$450. This fee is charged to the student’s Missouri State University account and will be used for payment to the Out of Area supervisor. Additional charges may apply because Out of State supervisor expenses may exceed \$450. Additional charges may also apply because Out of State cooperating teacher expenses may exceed \$240. All additional charges will be the responsibility of the student teacher candidate. If a student cancels an Out of State/Country placement, the student will be charged for all expenses incurred up to that point.

As **department program coordinator**, I have read and agree to act in accordance with the option chosen above for this student’s Out of State/Country request.

_____	_____
<i>Printed name</i>	<i>Department</i>
_____	_____
<i>Signature</i>	<i>Date</i>

As **department head**, I have read and agree to act in accordance with the option chosen above for this student’s Out of State/Country request.

_____	_____
<i>Printed name</i>	<i>Department</i>
_____	_____
<i>Signature</i>	<i>Date</i>

*The signatures acknowledge that the student has completed the Out of State/Country approval process. After completing this section of the form, please return to the **Educational Field Experiences office in Hill 200.***

Comments: _____

FINAL APPROVAL

Please check approved or denied, then sign and date, and route to the next approver.

	Signature	Approved ✓	Denied ✓	Date
Dean, College of Certification Area _____ (Please forward to Educational Field Experiences/Certification Hill Hall 200)				
Director, Certification/Field Experiences/Data Management Kim Dubree (Please forward to COE Dean, Hill Hall 304.)				
Dean, College of Education Dr. David Hough (Please forward to Field Experiences/Certification office, Hill Hall 200.)				

Comments: _____

