



EDUCATIONAL FIELD EXPERIENCES

Office: Hill 215 or 200B (8:00 am – 5:00 pm)

Website: <http://education.missouristate.edu/services/efe/default.htm>

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GENERAL STUDENT TEACHING INFORMATION

1. Submit your online student teaching application by the deadline listed below. Late applications must be approved by the teacher candidate's department/program coordinator.

Application Deadlines:

Fall – February 1 Spring – August 1

2. Create DESE profile - <http://education.missouristate.edu/services/efe/profile.htm>

Fall – February 1 Spring – August 1

3. Meet with academic advisor within one month of application to verify that all course requirements/prerequisites have been met. Check eligibility requirements for student teaching at - <http://education.missouristate.edu/services/efe/118173.htm>

4. Submit all current clearance documents to the Educational Field Experiences office: efe@missouristate.edu

Clearance Documents	Fall Student Teaching <u>DEADLINES</u> Following February 1 st Application		Spring Student Teaching <u>DEADLINES</u> Following August 1 st Application	
	<i>Out of Area</i>	<i>Local</i>	<i>Out of Area</i>	<i>Local</i>
Negative TB skin test	March 1	August 1	September 1	November 1
Professional Liability Insurance	August 1	August 1	August 1	August 1
Family Care Safety Registry 866-422-6872	Update name/address as needed	Update name/address as needed	Update name/address as needed	Update name/address as needed
FBI background check	Begin process after Feb 1 - deadline March 1	Begin process after Feb 1 – deadline June 15th	Begin process after Jul 1 – deadline Sep 1	Begin process after Jul 1 - deadline Oct 1
Substitute certificate if required by placement district	Begin process after Feb 1 - deadline Mar 15th	Begin process after Feb 1 – deadline Aug 1	Begin process after Jul 1 – deadline Oct 15th	Begin process after Jul 1 – deadline Nov 15th

THE FOLLOWING DOCUMENTS ARE REQUIRED FOR OUT OF AREA - KANSAS CITY – ST. LOUIS PLACEMENTS ONLY

MSHP-MDSS Child Abuse/Criminal Neglect form	March 15	N/A	September 15	N/A
Resume'	March 15	N/A	September 15	N/A
Philosophy	March 15	N/A	September 15	N/A
3 Recommendation letters	March 15	N/A	September 15	N/A

Clearance Documents Information - <http://education.missouristate.edu/services/efe/clearances.htm>

All clearance documents should be submitted to:

- In person: Hill Hall 200
 - By email to Educational Field Experiences: efe@missouristate.edu
 - By fax: 417-836-5008
5. Register for student teaching courses.
 6. Review the Student teaching information - <http://education.missouristate.edu/services/efe/default.htm>
 7. Name Badges - http://education.missouristate.edu/services/efe/name_badges.htm

REQUIRED FOR GRADUATION

1. Missouri Content Assessments for certification for your area.
<http://www.missouristate.edu/certification/ContentAssessment.htm>
2. General Education Exit Exam - <http://www.missouristate.edu/assessment/UniversityExitExam.htm>

OUT OF AREA/STATE/COUNTRY INFORMATION

Information for out of area placements (including a map showing the 24 “in area” or local counties) can be found at this link - <http://education.missouristate.edu/services/efe/117202.htm>

1. If requesting an out of area placement:
 - Contact program coordinator of your major to obtain signature of approval on the Departmental Approval Request for Out of Area Placement form. This form is located at the following link: http://education.missouristate.edu/assets/efe/OOA_Departmental_Approval_Form_-_Revised_FA16.pdf
 - This form must be submitted to our office with all other out of area required documents.
2. Required clearance documents for out of area placement (see chart on page one)
3. Teacher candidates requesting out of state/country placements should:
 - Meet with their department to obtain required approval
 - Schedule a meeting with the Educational Field Experiences Placement office to discuss placement details and certification issues. This should be done one year prior to student teaching.

All Out of Area documents should be submitted to:

- In person: Hill Hall 200
- By email to John Reinert: jdreinert@missouristate.edu
- By fax: 417-836-5008

THE PLACEMENT PROCESS

APPLICATIONS

- All applications submitted by the deadline are reviewed.
- Notification will be sent to verify application was received.

APPROVAL

- Educational Field Experience office will contact the department/program coordinator and advisor to verify eligibility and approval student teaching.

CONTACTING DISTRICTS

- Educational Field Placement office will send placement requests to districts if that location has been approved by the department.
- Placement confirmation may take three weeks (or longer) to get a response depending on individual district.
- If the placement is declined, the process will be repeated.

NOTIFICATION OF PLACEMENT

- All clearance documents must be current and valid to receive notification.
- Notification of placements will be emailed beginning one month prior to the end of the semester via Bearmail. This notification includes finalized placement location(s) and cooperating teacher(s). ***Placements which are not finalized by that time will be sent as the placements are received by the EFE office.***
- Teacher candidates should then contact their cooperating teacher(s) to introduce themselves.
- Department/program will assign a University Supervisor to each teacher candidate.

OTHER INFORMATION

- Additional information will be posted on Blackboard and emailed via Bearmail throughout the semester.
- **Which calendar do I follow during student teaching – MSU’s or the school where I am placed?** *You will begin and end your semester following the MSU academic calendar, unless the school where you are placed would like for you to begin the semester with them. You are not required to do this, but it is **HIGHLY RECOMMENDED** that you do so. You will then follow the calendar of the school district where you are placed for holidays, professional development opportunities, etc. throughout the semester. You will attend MSU’s required student teaching meeting at the beginning of the semester and departmental meetings throughout the semester.*
- **What fees are required for student teaching?** *The teacher candidate’s MSU account will reflect a student teaching fee of \$350.00 per placement. In addition, teacher candidates placed outside the 24-county local area are also assessed an additional fee of \$450 (pending approval by Board of Governors) for Out of Area supervision (http://education.missouristate.edu/assets/efe/24_County_Area_Map.pdf).*
- **Other questions may be answered on our website under Student Teaching Information and Resources** (http://education.missouristate.edu/services/efe/student_teaching.htm) or by contacting our office by phone, email or visit.