Student Teaching – Other information

- Missouri Content Assessments (MCA) as required for certification - [http://www.missouristate.edu/certification/ContentAssessment.htm](http://www.missouristate.edu/certification/ContentAssessment.htm)
- Register for the General Education Exit Exam - Required for graduation. (Not applicable to Post-BAC students) [http://www.missouristate.edu/assessment/UniversityExitExam.htm](http://www.missouristate.edu/assessment/UniversityExitExam.htm)
- After you have registered for student teaching courses
  - Run a degree audit to verify that it says “All requirements met with In Progress and/or Registered Courses”. If it says “Not Met”, see your advisor.
  - Apply for graduation – My Missouri State/Academics Tab/Commencement (Not applicable to Post-BAC students)
  - Missouri State Commencement website: [http://www.missouristate.edu/commencement/](http://www.missouristate.edu/commencement/)
- Name Badges - [http://education.missouristate.edu/services/efe/name_badges.htm](http://education.missouristate.edu/services/efe/name_badges.htm)
- Professional Dress - Dressing for success and following the established teacher dress code policy in your school building or district will help you obtain the respect and credibility necessary from students and parents. Students will tend to model the behavior and appearance they see in the classroom. An effective teacher will dress appropriately as a professional educator to model success.
- Student Teaching is a 16-week job interview. It is a full-time job – 5 days a week.
- Emergency contact information – Complete an Emergency Contact card at your placement location so that this information will be available to your building principal, cooperating teacher and school nurse in the event of an emergency.
- Name Changes – Contact the Registrar’s office to update your records, then let our office know as well. Be sure to update your DESE profile and Family Care Safety Registry as well.

- THE PLACEMENT PROCESS
  - APPLICATIONS – All applications submitted by the deadline are reviewed.
  - APPROVAL - We contact both the department and advisor for approval on each student. Please note that ALL coursework and checkpoint prerequisites must be completed before student teaching begins. Those who have specific questions about this should contact their advisor.
  - CONTACTING DISTRICTS - Placement requests for all approved students are sent to districts in the area listed on the application (ex: Springfield Public Schools, Area schools surrounding Springfield, St. Louis, Kansas City, other), if that location has been approved by the department. We then wait for a response from district(s). It may take from one to three weeks (or longer) to get a response; this depends on the individual district. If the response is “no”, the process starts again.
  - NOTIFICATION OF PLACEMENT – Approximately the first week of May, those placements which have been confirmed and for which all clearances are current and verified, will be sent to students via Bearmail. This notification includes finalized placement location(s) and cooperating teacher(s). Students should then contact their cooperating teacher(s) to introduce themselves. Our office or your program will assign a University Supervisor to each student.
  - OTHER INFORMATION – Additional information throughout the semester will be posted on Blackboard and emailed.