



# GRADUATE STUDENT TEACHING APPLICATION

Applications for FALL placement are due by no later than February 1.

## COMPLETING AND SUBMITTING THE APPLICATION

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- Your application must be word-processed to ensure legibility. Handwritten applications will be returned to the sender.
- The Field Placement Office must receive your completed application by the due date.
  - A completed application consists of all required information and documentation, including a **one-page resume** and **one-page essay** that details what you hope to gain from student teaching and why you should be considered a candidate for student teaching. Place your name on the essay **but do not address it to a person or school**.
- Your application will not be processed unless your clearances are compliant in American Databank. Do not submit hard copies of your clearances with your application. When renewing clearances do so for EMPLOYMENT purposes, not volunteer or other.
- Incomplete applications will be returned to the sender.
- The Field Placement Office will process applications as they are received.
- The Field Placement Office is dependent upon the good will of local districts and schools for placements. Late or incomplete applications will be processed only after timely applicants have been placed.
- Scan and email your application and attachments to Mrs. McCusker. Please be certain to use your original signature to validate the application.

Questions and/or concerns regarding the application process may be directed to one or both of the following.

Stephen B. Young, Ed.D.  
Director of Field Placement  
Holy Family University, ETC 441  
9801 Frankford Avenue  
Philadelphia, PA 19114  
267-341-3666  
syoun@holyfamily.edu

Deborah McCusker  
Field Placement Assistant & Certification Officer  
Holy Family University, ETC 443  
9801 Frankford Avenue  
Philadelphia, PA 19114  
267-341-3673  
dmccusker@holyfamily.edu



# GRADUATE STUDENT TEACHING APPLICATION *(continued)*

Check to indicate Fall or Spring and enter the year ☐ FALL 20\_\_\_\_\_ ☐ SPRING 20\_\_\_\_\_

Student Name \_\_\_\_\_ Holy Family ID # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mobile Phone # \_\_\_\_\_ Home Phone # \_\_\_\_\_

Work Phone # \_\_\_\_\_ Holy Family Email \_\_\_\_\_

Your input and preferences for your student teaching placement are welcomed. You may request a location. This and related information provides the Field Placement Office with direction on how best to address your interests. The Field Placement Office will consider your input and preferences when making inquiries regarding potential placement; however, no placement request is guaranteed. Please note and be sensitive to the following:

- Placement acceptances are solely at the discretion of host district and school officials.
- The Field Placement Office will attempt to cluster placements in partner schools in NE Philadelphia and lower Bucks County for economy of field supervision.
- Program considerations take precedence over individual wants.
- Placement at a site at which you have a personal relationship is discouraged.
- Your placement must be grades PK-4 in a General Education setting.

## Placement Preference (circle all that apply) & Request for Specific District(s)

Location                      Lower Bucks County                      Philadelphia

District Request(s)    1. \_\_\_\_\_                      2. \_\_\_\_\_

If you wish to request a specific school and cooperating teacher, please include this information:

Name and Address of School: \_\_\_\_\_

Principal's Name and Email address: \_\_\_\_\_

Cooperating Teacher's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Email Address: \_\_\_\_\_

School Phone # \_\_\_\_\_



# GRADUATE STUDENT TEACHING APPLICATION *(continued)*

## Informational items

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- The Field Placement Office is the final arbiter of placement decisions.
- Some district and/or school officials interview students before a placement decision is made. These districts will contact teacher candidates directly to set up an interview. Be prepared and dress professionally.
- Not all applicants are accepted.
- The Field Placement Office will notify you of your placement at the earliest opportunity. Notification is dependent upon the timely action of host districts and schools.
- Some districts have clearance requirements that differ from University requirements. If so, you must meet those requirements.

## Please note the following:

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- If you have a health condition, disability or special need that may require accommodations at your host school site, please contact the Counseling Center and speak with the Director of Field Placement.
- It is a commonplace for districts to request a copy of a prospective student teacher's transcript as part of the application process. Your signature below will authorize the Field Placement Office to forward a copy of your University transcript to potential host districts in conjunction with the student teaching application process.
- A child abuse or criminal record may prevent you from being placed for student teaching and/or certified to teach. Failure to disclose any prior arrests or convictions may lead to dismissal from the School of Education. If you have been arrested or convicted of a crime, please make an appointment to meet with the Director of Field Placement at the time you submit your application.
- Students are encouraged to remove and/or reduce work and other responsibilities to the fullest extent possible so as to limit interference with student teaching and related academic requirements.
- You will not be placed if you have not met the prerequisite requirements set forth in the appropriate University catalogue.
- Your academic record, progress in student teaching, and other relevant information will be shared with authorized personnel who have a legitimate educational interest.

By signing this application you are certifying that the information submitted is true and complete and that any false statements will subject you to the possibility of dismissal from the School of Education.

Applicant's Signature \_\_\_\_\_ Date of Application \_\_\_\_\_



# GRADUATE STUDENT TEACHING APPLICATION *(continued)*

## SAMPLE RESUME OUTLINE FOR STUDENT TEACHING APPLICANTS

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Name  
Street Address  
City, State, Zip  
Telephone Number  
Holy Family University Email Address

### EDUCATION

**Holy Family University**

*Month 20XX – Month 20XX*

B.A. (or M.Ed.), Early Childhood Education PK-4 (anticipated June 20XX)

**Bucks County Community College (or undergraduate degree)**

*Month 20XX – Month 20XX*

A.A., PK-4 Early Education

### FIELD EXPERIENCE

**Practicum Student**

**School, City, State**

*Month 20XX – Month 20XX*

List several bullets that capture your instructional activity. Be certain to reference the grade level.

**Practicum Student**

**School, City, State**

*Month 20XX – Month 20XX*

List several bullets that capture your instructional activity. Be certain to reference the grade level.

### VOLUNTEERISM AND LEADERSHIP

**University City School, Philadelphia, PA**

*Month 20XX – Month 20XX*

List one or more bullet that summarizes your activity.

**Your resume must be only one page in length.**

**Do not include a personal email address, use only your Holy Family email address.**