



# UNDERGRADUATE STUDENT TEACHING APPLICATION

Applications are to be submitted to the Field Placement Office the academic year preceding the year of placement in accordance with the following due dates.

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

Applications for spring placement are due by no later than May 1.

## Completing and Submitting the Application

---

When completing and submitting your application, be mindful of the following.

- Your application must be word-processed to ensure legibility. An electronic copy of the application can be retrieved from the Field Placement website: [https://www.holyfamily.edu/images/schools-of-study/field\\_placement/student-teaching-application.pdf](https://www.holyfamily.edu/images/schools-of-study/field_placement/student-teaching-application.pdf)
- Do not staple application materials. Use a paper or binder clip to gather your documents into a packet.
- The Field Placement Office must receive your completed application by the due date.
  - A completed application consists of all required information and documentation.
  - Your application will not be processed unless you have registered your clearances with American DataBank and they are compliant. Do not submit hard copies of your clearances with your application.
  - 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.
  - Be certain to register through Web Advisor for the appropriate student teaching course.
  - Sign your application. Original signature required.
- Place your application materials in a large envelope and mail, hand-deliver or email a scanned copy to Mrs. Deborah McCusker at the address below.
  - If you choose to scan and email your application attachment, 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  
[syoung@holyfamily.edu](mailto:syoung@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](mailto:dmccusker@holyfamily.edu)



# UNDERGRADUATE STUDENT TEACHING APPLICATION *(continued)*

## UNDERGRADUATE STUDENT TEACHING APPLICATION PART 1

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 \_\_\_\_\_

### Program (Check One)

☐ PK4 ☐ PK4/Special Ed ☐ PK12/Special Ed ☐ Secondary Ed 7-12

Please answer each of the following three questions completely.

**Q1: Have you been formally accepted to the School of Education?**

☐ Yes ☐ No

*If NO, you must then contact Mrs. McCusker (ETC 443, x3673) before submitting an application.*

**Q2: Will you complete all the course requirements for your program prior to student teaching?**

☐ Yes ☐ No

*Note that School of Education policy requires the completion of all prerequisite coursework before student teaching. If you fail to complete all required coursework as planned by your placement semester, you must then contact the Field Placement Office for the purpose of withdrawing this student teaching application.*

**Q3: Do you plan to take any coursework that does not accompany student teaching on your sequence sheet?**

☐ Yes ☐ No

*If YES, you must secure the prior approval of your academic adviser and the Director of Field Placement.*

If YES to Q3, list the course(s) here: \_\_\_\_\_

\_\_\_\_\_



# UNDERGRADUATE STUDENT TEACHING APPLICATION *(continued)*

## UNDERGRADUATE STUDENT TEACHING APPLICATION PART II

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 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.

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

|                     | PreK-4 & PreK-4/SPED Majors | PreK-12/SPED only | Secondary Majors 7-12 |
|---------------------|-----------------------------|-------------------|-----------------------|
| Grade Range         | PK-4                        | K-12              | 9-12                  |
| Location            | Bucks County                | Philadelphia      | NJ                    |
| District Request(s) | 1. _____                    | 2. _____          | 3. _____              |

If a Secondary major, list the major: \_\_\_\_\_

If pursuing special education certification, record your placement interest: \_\_\_\_\_  
(e.g., Resource Room, Autistic Support, Inclusion, etc.).

### Informational items

- The University has historically limited student teacher placements to Bucks County, Philadelphia, and nearby locales in New Jersey.
- 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 the University requirements. If so, you must meet those requirements.



# UNDERGRADUATE STUDENT TEACHING APPLICATION *(continued)*

## UNDERGRADUATE STUDENT TEACHING APPLICATION PART III

---

Please note the following:

- 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 \_\_\_\_\_



# UNDERGRADUATE STUDENT TEACHING APPLICATION *(continued)*

## CHECK LIST FOR STUDENT TEACHING APPLICANTS

---

1. Your application is word processed and proof read.
2. You have included a one-page resume following the format of the sample resume provided in this packet.
  - a. You used your Holy Family email address on your resume, no personal email address was provided.
  - b. Your resume has been proof read for content, spelling, grammar, and punctuation.
3. You included a one-page essay, single spaced, detailing what you hope to gain from student teaching and why you should be considered a candidate for student teaching. The essay is an introduction of yourself to the district, school principal, and cooperating teacher. Please be very particular in regard to spelling and grammar when writing your essay.
  - a. You included your name at top of essay.
  - b. You did not mention a specific school or person in the essay.
  - c. Your essay has been proof read for content, spelling, grammar, and punctuation.
4. Your clearances are compliant and uploaded to American Data Bank. Clearances must be compliant at time of application and renewed, if necessary, prior to the student teaching semester.
5. Your application is signed and dated.
6. Your application will be submitted by February 1<sup>st</sup> for Fall placement, or May 1<sup>st</sup> for Spring placement.
7. You will register for the appropriate student teaching course through Web Advisor when registration opens for the student teaching semester.



# UNDERGRADUATE STUDENT TEACHING APPLICATION *(continued)*

## SAMPLE RESUME OUTLINE FOR STUDENT TEACHING APPLICANTS

---

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.