

**STUDENT TEACHING PLACEMENT PROCESS**

**I. THE PROCESS**

- A. Submit an **Application for Student Teaching Packet** \*two (2) semesters advance.
- B. **Obtain a Graduate Clearance/Program Review** \*two (2) semesters in advance (excluding summer). Information is on-line: <http://www.ferris.edu/htmls/colleges/educatio/media/Files/Grad-Clr-Information.pdf>
- C. **Apply on-line to graduate.** To attend commencement and have your name in commencement bulletin, you must apply on-line. Log on to MyFSU, click on Academics and Services, under Student Records, click on Apply to Graduate.
- D. **Establish a Student Teaching Credential File.** Submit the items listed below with your application.
1. Cover Letter (requesting consideration for a student teaching position)
  2. Resume
  2. Professional and Personal Information (typed)
  3. Academic Summary (typed)
  4. Two (2) signed letters of recommendation (letterhead preferred)
- E. **Submit Application with Student Teaching Credentials (see “D” above) to the Field Placement Office.**  
**Fall semester:** submit by the last week of the preceding fall semester \*(**December**)  
**Spring semester:** by the last week of the preceding spring semester \*(**May**)  
Application packet is available on the Field Placement Office web site:  
<http://www.ferris.edu/HTMLS/colleges/educatio/education/fpo/Student-Teaching-Application-and-Forms.htm>
1. Eligibility is determined based on completion of the prerequisite criteria (See section II below).
  2. Field Placement Coordinator reviews student's placement file with FSU personnel and verifies eligibility.
  3. Placements are determined and arranged within geographical areas. **Students may not arrange their own placements.** Coordinator contacts the host school personnel. The student's credential file is sent to the school.
  4. Student is notified when to contact host school; student arranges and completes an interview with school personnel.
  5. If all parties involved are satisfied, an agreement form is signed by host school personnel and returned to Field Placement Office. The student may then register for the appropriate course(s).
  6. For further information regarding placement, go to the Field Placement Office web site.  
<http://www.ferris.edu/HTMLS/colleges/educatio/education/fpo/homepage.htm>

**II. PREREQUISITE CRITERIA**

- Completed Level II Application  
Possess cumulative GPA of 2.50.  
Enrolled in the appropriate curriculum.  
Completed all general education requirements.  
Completed each major and minor content with the appropriate GPA as established by each department.  
Completed the required professional education course sequence with the minimum GPA of 2.75.  
Completed the work experience requirement (for Vocational /Interim Occupation Certification, includes Business majors)  
Completed Graduation Clearance/Program Review  
Passed the MTTC tests (Professional Readiness Exam and subject area(s) tests).  
Completed criminal background check, according to the host schools' policy.  
Satisfied bachelor degree residency requirement (complete 30-credit hours at FSU).  
Satisfied bachelor degree requirement (complete 40-credits of 300 and 400 level courses).

**NOTE: \*You are responsible to:**

1. Meet with the Field Placement Coordinator to discuss the process and placement options.
2. Confirm your enrollment in the Student Teaching course.
3. Attend Student Teaching Orientation. **Note:** Orientation is usually scheduled before the regular semester begins.
4. Review the certification requirements (i.e. First Aid/CPR (Adult & Child) Certification, MDE Exit Survey, etc.)