

Appendix L

University of Hawai‘i at Mānoa
College of Education
Institute for Teacher Education – Secondary Program

Student Teaching Application
Bachelor’s Degree in Secondary Education
Post-Baccalaureate Certificate in Secondary Education

To the Applicant:

Admission to student teaching is not automatic. Teacher Candidates must meet ALL minimum requirements for student teaching as outlined in the Secondary Program Handbook. Student teaching and its concurrent seminar combine to make a full, demanding semester. Students are advised not to take additional courses during their student teaching semester.

Application Procedure:

- Application forms are available in the office of the Institute for Teacher Education (Everly 226) or at <http://www.hawaii.edu/coe/departments/ite/FormsforStudents.shtml>.
- Use the checklist below before filling out the form to see if the minimum requirements are met or not met.
 - Cumulative GPA is at least 2.75 (2.50 for math and science)
 - Grade of C or better in content methods course
 - Received credit for ITE 402 OP Field Experience
 - Satisfactory Disposition Form during ITE 402
 - Completed Developmental Portfolio
 - Subscribed to TK20
- Schedule an appointment with an academic advisor in the Office of Student Academic Services AFTER grades from the previous semester have been received.
- Your academic advisor will check the student teaching application and sign it when it has been verified. You will then be advised of your graduation/licensure requirements.
- Return form to the office of the Institute for Teacher Education (Everly 226).

Application Deadlines:

Fall Semester Placement – apply between **January 2** and **February 15**

Spring Semester Placement – apply between **August 15** and **September 15**

University of Hawai'i at Mānoa
College of Education
Institute for Teacher Education – Secondary Program

Student Teaching Application Form

Semester of Student Teaching (check one)		_____ Fall		
		_____ Spring	Year _____	
Name (print)				
Last	First	Middle		
Student ID Number				
Degree/Certificate (check one)			Content Area (English, Math, Science, etc.)	
_____ B.Ed. _____ PBCSE				
Current Address				
Street	Apt. No.	City	State	Zip Code
Permanent Address (if same as current, write same)				
Street	Apt. No.	City	State	Zip Code
Current Phone Number			Cell Number	
Email Addresses				
_____@hawaii.edu			Other _____	

Teacher Candidate Responsibilities

- I understand that it is my responsibility to notify the Chair of the Secondary Program, in writing, should my GPA fall below the required 2.75 or receive a grade of below C for a required course. This written notification must be received by the Chair at least two weeks before the date that student teaching begins.
- I understand that my student teaching assignment may be cancelled if I do not meet all requirements for student teaching two weeks before the date that student teaching begins.
- I understand the College of Education requires liability coverage as a condition of student teaching placement and can verify my liability insurance is current for student teaching.
- I understand the Hawai'i State Department of Education requires fingerprinting as a condition of student teaching placement and can verify I have been fingerprinted.

Signature of Applicant

Date

Courses remaining before student teaching (this section to be completed by student with OSAS academic advisor):

Summer _____	Fall _____	Spring _____	Summer _____

Graduation Checklist (this section to be completed by OSAS Academic Advisor):

Incomplete Course(s):	Met UHM Graduation Requirements: Focus Designations
Met GPA Requirements: ____ Yes ____ No	Credit Requirements: Advanced Standing Credit _____
Comments:	UHM Credits Completed _____ Credits in Progress _____ TOTAL CREDITS _____
Academic Advisor Comments:	

Signature of Academic Advisor

Date
