LYNCHBURG COLLEGE - SCHOOL OF EDUCATION

Application for Non-Degree Graduate Student Teaching
(Undergraduate degree from Lynchburg College)
Register for class TLIC 599
Elementary, Secondary, Special Education, Art, HPE, Music, Theater

The completed application must be submitted to the School of Education prior to February 1 for a fall semester internship and September 15 for a spring semester internship. Applications only accepted within one year of graduating from Lynchburg College. A reservation/deposit fee of $100; which will be credited to a tuition account, must accompany the application along with all required test scores. Withdrawals after a placement has been confirmed will result in forfeiture of the fee.

Name ____________________________________ ID Number ________________________
College Address __________________________________________ Phone (_____) _____________
Street or Box # __ City ___ State ___ Zip
Home Address __________________________________________ Phone (_____) _____________
Street or Box # __ City ___ State ___ Zip

When do you plan to student teach? Fall 20_____ Spring 20_____ E-mail ______________________

Endorsement Area: (GPA in undergraduate teaching area of 2.75 required)
_____ Elementary Education (PK – 6)
_____ Secondary (6 – 12): Subject Area: ______________
_____ PK-12: Art, HPE, Music, SPED, Theater: _______________________

Rank School division preferences (1-3): __ Amherst __ Appomattox __ Bedford __ Campbell __ Lynchburg __ Other _____________

If you are from one of the area districts listed above, please list: High School attended: Please list the 3 persons you have asked to complete a reference form:
Local Schools where relatives attend or you have been employed or relative has been employed:

1. __________________________________________
2. __________________________________________
3. __________________________________________

Field Experiences/Lab Classes: (if known)
School: Teacher: Level/Subject
I. ____________________________ ____________________________ ______________
II. ____________________________ ____________________________ ______________
III. ____________________________ ____________________________ ______________

Have you ever withdrawn or been withdrawn from student teaching at LC? Yes ____ No _____ If yes, attach explanation

Have you ever been convicted or currently charged with a felony? ___yes ___no (If yes, attach explanation) or a misdemeanor involving children or drugs? ___yes ___no (If yes, attach explanation)

*******Passing scores (or equivalent) on all required test must be submitted to Education Office******* (Required for admission to student teaching)

Test codes, cut off scores and equivalent SAT and ACT scores available at: www.lynchburg.edu/school-education-and-human-development/testing-information

Praxis Core _________ Reading (156) ________ Writing (162) ________ Math (150) ________ (only Math is required)
Praxis II Date(s) taken __________ Score ________; VCLA Assessment/Date Taken: ______ Score ______
RVE Reading Assessment/Date Taken: ________ Score ______; (required for Elementary & SPED licensure)

Advisor Signature _______________ Date _______________ Student Signature _______________ Date

FOR OFFICE USE ONLY: Received by: ______________________ Date Received: ______________ Fee: $
LYNCHBURG COLLEGE - SCHOOL OF EDUCATION

Regulations and Responsibilities for the Student Teaching Semester

Please read carefully:

1. While efforts will be made to place students in student teaching positions compatible with their school district of first choice, no assurance can be given that placement will be in the desired location. The student is obligated to accept the position offered. **Arrangements for transportation are the responsibility of the student.**

2. Students will not be assigned to schools where they attended high school; where relatives currently attend or are employed; or where they were previously or are currently employed.

3. During the student teaching semester, the calendar of the assigned school is followed rather than the Lynchburg College calendar. This includes holidays and breaks such as spring break. Any exceptions will be noted in the semester calendar.

4. All student teaching/internships **must** be completed within the Central Virginia and general Lynchburg College area at one of our approved partner schools. All supervision will be completed by a School of Education faculty member.

5. The student teaching semester is considered to be a full academic load. Students duplicate the cooperating teacher’s workday in their assigned schools. Therefore, during this time the student’s registration should be limited to the semester hours required for student teaching. Students are encouraged NOT to engage in full or part-time work during the semester. Outside work can, and often does, interfere with successful performance. Extra-curricular activities at the college **MUST NOT** interfere with student teaching obligations. Student teachers will not be excused from school, school-related activities, or required campus experiences for other classes, employment, or other activities.

6. During student teaching, students will comply with the policies, procedures, and rules of the school system to which they are assigned. Such regulations include work hours, holiday schedules, attendance at meetings, extra-curricular assignments, and dress code policies.

7. Once students have been admitted to student teaching and a placement has been obtained, students must notify the Director of Field Experiences in **writing** if they decide not to enroll, or to postpone enrolling, in student teaching. The necessary withdrawal form **must** be completed as soon as possible.

8. Many factors enter into the placement process, not the least of which is a negotiation-like procedure carried out by the Director of Field Experiences with local school divisions. For this reason, students may **NOT** contact school personnel on their own to seek a placement. You will be notified when placements are complete. Please be patient since this is a lengthy process.

9. Application for admission to student teaching does not constitute registration. It merely notifies the Director of Field Experiences that the applicant desires placement. Registration for student teaching must be completed by the student during the official pre-registration or registration period.
10. A final screening of applications for admission to student teaching will be conducted just prior to the beginning of the semester for which the applicant has registered. If this final screening reveals that the applicant has become ineligible for any reason (e.g., failure to complete a required course, cumulative or major GPA has fallen below minimum standards), he/she will be required to withdraw his/her registration. Therefore, it is very important that the applicant’s performance continue to be consistent with student teaching admissions standards.

11. Students are **required** to attend all orientation sessions and on-campus seminars over the semester, and should expect assignments and/or activities beyond or elaborating on those outlined in the *Student Teaching Handbook*.

12. In compliance with school division policies and the *Student Teaching Handbook*, it is imperative that student teachers be able to carry out all responsibilities and duties expected of the classroom teacher. Therefore, students who expect that they may need special accommodations in order to successfully complete Student Teaching should contact the Academic Advising Office. All inquiries and information will be kept confidential and will not be released without the student’s written consent. If such accommodations are possible and in compliance with policy, then the need for such will be verified and officially shared with the School of Education as approved by the student. Subsequently, the School will implement reasonable accommodations and provide sound, informed advising. If accommodations are possible at student teaching sites, the student will need to approve disclosure to the individuals involved in on-site supervision.

13. Student teachers are strongly encouraged to self-disclose any medical, physical, and/or emotional conditions that may affect student teaching performance to relevant college and school supervisors.

**Acknowledgment and Acceptance**

I have read the above statements in the “Regulations and Responsibilities for the Student Teaching Semester,” and I agree to accept and abide by the standards and conditions stated therein.

Signed: _________________________________________ Date: ________________________
Recommendation for Student Teaching

Three recommendations should be turned in by faculty members directly to the School of Education. Two requested from Lynchburg College faculty members who have taught you in major or minor courses. One should be from your faculty advisor.

**Faculty Please Note:**

If you lack sufficient information to complete this form, please inform the student upon receipt of the form so that he/she may request an evaluation from another professor. **Students have access to all information in their TPP/ST file.**

Name of Student ____________________________________________

Relationship with student:  Instructor ________________________  Advisor ________________________

Approximately how long have you known this student? ______________________

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<thead>
<tr>
<th>Rating Scale</th>
<th>Low</th>
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Do you believe this student will be successful in student teaching? _______ Why or why not? ____________________________________________________________

Other relevant comments (e.g., student’s strengths, weaknesses, special challenges):

**Overall Evaluation**

| Highly recommend ( ) | Recommend ( ) | Recommend with reservation ( ) | Cannot recommend ( ) | Insufficient information to recommend ( ) |

________________________________________  ________________________
Signature of Evaluator  Title or position

________________________________________
Date

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LYNCHBURG COLLEGE  
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