Pre-Student Teacher Interview

Each candidate who plans to student teach is required to schedule an interview with the Director of Field Experiences during the semester prior to student teaching. During this interview, any individual questions can be addressed as well as placement preferences. This interview will last 20 to 30 minutes.

Prior to the interview, please ensure that the following items are completed:

1. The candidate will ensure that he/she has been admitted to Teacher Education. This may be verified on the Central Assessment System. The requirements include:
   a. A minimum cumulative grade point average of 2.75.
   
   A teacher candidate seeking admission to Teacher Education with a cumulative GPA between 2.50 and 2.74 may be considered for approval to Teacher Education by the Teacher Education Committee if the candidate has a 2.75 GPA in the candidate’s education major(s) or a minimum cumulative GPA of 2.75 in the past two semesters. The teacher candidate must also have acceptable dispositions and field experience evaluations.
   b. Satisfactory academic performance with a “C” or better in the general education composition requirement and successful completion of a speech screening test.
   c. Written recommendations from the advisor, a School of Education instructor, and any other related professionals.
   d. Meet state standards on North Dakota required tests to measure prospective teacher’s content knowledge in reading, writing, and mathematics. See www.ets.org/praxis/nd/requirements for test requirements.
   
   Beginning 9/1/2014, candidates must meet state and VCSU CORE standards. North Dakota’s CORE standards are: Reading (156), Writing (160), Math (150). Students must meet the passing score for two of the three tests with a composite score of 466 or higher.
   e. Demonstrate proper dispositions necessary to teach for learning.
   f. Satisfactory academic performance with a “C” or better in EDUC 250: Introduction to Education.

If a candidate is unsure if they have been admitted to Teacher Education, they may contact the Education Office at 845-7196 or education@vcsu.edu.

Deadline for Admission to Teacher Education:

- October 1 prior to fall student teaching
- April 1 prior to spring student teaching

If a candidate has not been admitted to Teacher Education by the established deadlines, student teaching may be delayed until the next semester.

2. Attend a student teacher information meeting in the semester prior to the semester the candidate plans to student teach.
   a. The candidate will have their photo taken at this meeting.
   b. The candidate will schedule an interview with the Director of Field Experiences at this time.

3. Complete the Application for Student Teaching.

4. Prepare an autobiography and list of courses. For advice while preparing these documents, see attached.

5. Complete the Criminal Background Check. Send completed fingerprinting cards to ND ESPB.

6. Complete the Student Consent to Release of Background Record form.

7. Out of Area Agreement (if applicable).
Student Teacher Interview

The candidate should contact Kim Knodle (kim.b.knodle@vcsu.edu or 701-845-7186) to make arrangements for a student teacher interview.

**Please bring the following items to the student teacher interview:**

1. Completed Application for Student Teaching.
2. Prepared autobiography and list of courses.
3. Student Consent to Release of Background Record.
4. Out of Area Agreement, if applicable.

**At this time, details will be discussed including:**

1. Ensure that the candidate has been admitted to Teacher Education. This may be verified on the Central Assessment System.
2. Candidate will need to have copies of the following items submitted to the Education Office prior to student teaching:
   a. Copy of email from ESPB regarding background check.
   b. Proof of professional liability insurance, available through SNDU or private insurance company.
   c. Proof of registration or completion of the Praxis II: Content and PLT tests.
3. ESPB stipulations regarding a private school student teaching placement request.
4. VCSU’s policy regarding out-of-area placements. These placements are defined as 150 miles or more from Valley City. In this circumstance, candidates must pay for supervision fees.
5. Discuss placement(s) of the candidate in regards to preferred location, degree(s), etc.
6. Discuss coursework the candidate’s plans to take while student teaching.
   a. If students plan to take coursework while they student teach, they will need to request approval. For 3 credits or less, the Director of Field Experiences must approve this request. For more than 3 credits, the Director of Field Experiences and the Dean of Education must approve the request. *No credits may be taken during the school day.*
   b. Ensure that EDUC 400 Educational Psychology and EDUC 450 Trends in Assessment and Educational Issues have been taken or will be taken before student teaching.
7. Ensure all endorsement credits have been completed.
8. Discuss candidate’s outside commitments during student teaching. *Employment and outside activities should not interfere with student teaching.*
9. Remind candidate of graduation requirements. *Successful completion of the Praxis II and PLT are required for graduation. It is recommended to take the Praxis II and PLT, the semester prior to student teaching.*
Before Student Teaching:

1. Apply for graduation at www.vcsu.edu/registrar.
2. Enroll in appropriate section(s) of student teaching.
   a. EDUC 475 Secondary, 5 credits (6 week placement)
   b. EDUC 480 Secondary, 10 credits (12 week placement) *includes K-12 majors
   c. EDUC 485 Elementary, 5 credits (6 week placement; kindergarten)
   d. EDUC 490 Elementary, 10 credits (12 week placement)
3. Candidate will need to have copies of the following items submitted to the Education Office prior to student teaching:
   a. Copy of email from ESPB regarding background check.
   b. Proof of professional liability insurance, available through SNDU or private insurance company.
4. Candidate will submit Praxis II test scores or a confirmation number of registration for the Praxis II tests (content and PLT) to the Education Office by January 20 for Spring Student Teachers or September 1 for Fall Student Teachers.
5. Contact your cooperating teacher after you have received official notification of your placement. Discuss your beginning and ending date, daily schedule, appropriate clothing for your school, etc. Official notifications will be sent December 1 and May 1.
6. Contact your university supervisor when you know your daily schedule and contact information.

During Student Teaching:

1. Dress as a professional educator. You are representing the teaching profession, VCSU, the cooperating school and yourself through your attire.
2. Communicate with your cooperating teacher daily.
3. Communicate your schedule and any concerns to your university supervisor.
4. Keep a daily journal. Reflection is a critical part of learning!
5. Write and keep lesson plans for all teaching. Be prepared to show lesson plans to your supervisor. Ask questions, bring books home, prepare throughout the experience and FINISH strong!
6. Conduct a teacher work sample project. The candidate should plan, implement, evaluate and reflect on student learning during a unit. This process will be used in the candidate’s portfolio.
7. Attend all in-services that the school has on school days. The cooperating school’s schedule becomes the student teacher’s schedule during the time period of student teaching. Try to be involved in parent teacher conferences, IEPs, and other functions that will help you learn and gain respect from teachers you work with.
8. Review course syllabus and expectations (on Blackboard). You must participate in discussion boards.
9. VCSU policies regarding financial aid, tuition and fees, and laptop use apply during student teaching. Financial aid and laptop use requires a full time status of at least 12 credits, arrangements for students taking less than 12 credits must be worked out with the Financial Aid office and the Help Desk.
After Student Teaching:

1. Attend the final student teaching seminar. During this meeting, the candidate will be able to:
   a. Complete an exit evaluation of the program.

2. Graduation requirements:
   a. Praxis II
      i. Completion of the Praxis II and PLT are required for graduation. It is recommended to take the Praxis II and PLT, the semester prior to student teaching.

   Elementary Education Majors
   Elementary Education: Curriculum, Instruction and Assessment (5017)
   PLT: Grades K-6 (0622) or (5622)

   Secondary Education Majors
   Core Academic Subject Area¹
   PLT: Grade 7-12 (0624) or (5624)

   ¹Qualifying Secondary Core Academic Subject Area test cut scores are available online at http://www.ets.org/praxis/nd/requirements/.

   **Beginning July 1, 2010, all secondary majors will need to meet the qualifying score for the PLT for initial licensure. K-12 majors have the option of completing either the elementary or secondary PLT.

   Registration is available at www.ets.org/praxis.

   b. Portfolio including Teaching for Learning Capstone (TLC) Unit

Applying for Licensure:

1. Meet requirements for licensure:
   a. Satisfactory completion of all program requirements, as described in the University Catalog and the Teacher Education Program Handbook.
   b. Successful student teaching experience.
   c. Successful completion of TLC unit and presentation of a digital portfolio.
   d. Successful completion of all licensure requirements.

2. ND Licensure:
   Licensure applications must be submitted by the student for processing to begin.

   When completing electronic applications through the [NDTeach Online Application Site](#), an email notification will be sent by ESPB for VCSU to complete your record of education after payment has been made.

   Paper applications should be mailed to:
   Irene Groth
   Valley City State University
   101 College Street SW
   Valley City, ND 58072

   Applications will be processed after the degree is conferred.

   If you have a job pending or plan to substitute teach, please refer to the ESPB: 40 Day Provisional or Interim/Substitute (1 year) License instructions. For more information, please contact ESPB at (701) 328-9641.

   North Dakota ESPB Links
   - [ESPB Licensure Information](#)
   - [ESPB Types of Licensure](#)
   - [ESPB Licensure Forms](#)
   - [NDTeach Online Application](#)

3. Out of State Licensure
   For out-of-state licensure forms and procedures, please contact the appropriate state office.

   Institutional recommendation forms can be mailed to:
   Irene Groth
   Valley City State University
   101 College Street SW
   Valley City, ND 58072

4. Praxis Scores & Transcripts:
   a. Complete the [Praxis Release Form](#) in order for a copy of your scores to be sent to ESPB by VCSU.
   b. Complete a Transcript Request for all institutions attended. See [Official Transcript Requests](#) to order your VCSU transcript.
Preparing Your Autobiography & List of Courses

The autobiography and list of courses must be submitted at the Student Teacher Interview.

**Autobiography**

*The autobiography should be about your life as it relates to teaching and student teaching. It does not have to be an extremely personal story of your life.*

This autobiography should be limited to one page. It should include details about:

- You, your family, growing up (include details as you feel comfortable)
- Experiences in school, extracurricular activities, travel, hobbies.
- VCSU field experiences and/or any other teaching experiences you have had (Sunday School, coaching, day care, etc.)
- Your interest in the education field and the opportunity to student teach.

**List of Courses**

*List the courses in your major. General education courses are not necessary. No grades.*

Name: 
Major: 

<table>
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<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tr>
<td>EDUC 250</td>
<td>Introduction to Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 400</td>
<td>Educational Psychology</td>
<td>2</td>
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**VCSU Contact Information:**

Valley City State University  
School of Education & Graduate Studies  
101 College Street SW  
Valley City, ND 58072  
(701) 845-7190 – fax

**Kim B. Knodle**  
Director of Field Experiences  
(701) 845-7186  
kim.b.knodle@vcsu.edu

**Irene Groth**  
Administrative Assistant  
(701) 845-7196  
irene.groth@vcsu.edu

**Emma Tufte**  
Administrative Assistant  
(701) 845-7189  
emma.tufte@vcsu.edu