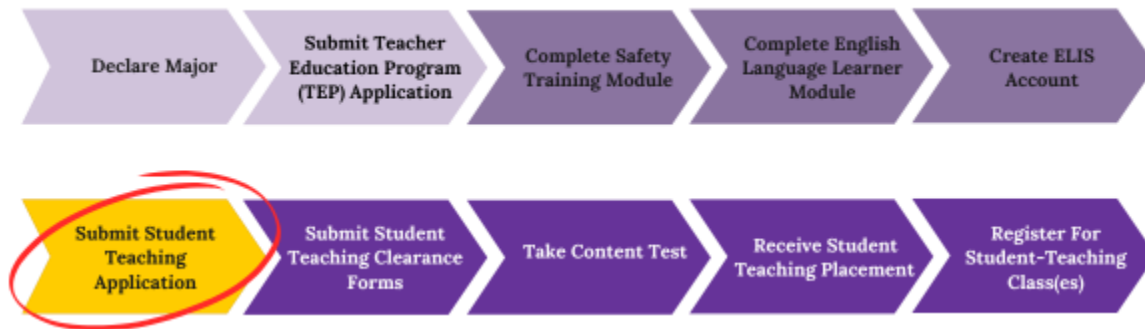


TEACHER EDUCATION PROGRAM TIMELINE



STUDENT TEACHING APPLICATION & INSTRUCTIONS

Access online forms and documents at wiu.edu/coehs/teacher/student_teaching/application.php

Teacher Education Program (TEP) candidates are required to file a Student Teaching Application one (1) year in advance of the student teaching semester. This information is used by the Office of Teacher Education to place candidates in a student teaching site and finalize field supervisor staffing. Therefore, meeting the application deadline is critical.

- Candidate Application & Signature Form
- Student Teaching Region/Placement Preference Form
- Application for Graduation
- Letter of Application/Cover Letter
- Resume

Student Teaching Application Submission Deadlines:

- November 17 - Candidates scheduled to student teach in the Fall Semester
- March 1 - Candidates scheduled to student teach in the Spring Semester

Pre-Qualifications For Submitting A Student Teaching Application:

- Fully accepted to the Teacher Education Program
www.wiu.edu/coehs/teacher/advising/tep_application.pdf
- Read the *WIU Teacher Education Program General Handbook* at www.wiu.edu/coehs/teacher.

Candidates who fail to meet the Office of Teacher Education deadlines may appeal to the Selection, Retention, and Appeals (SRA) Committee to continue with the program timeline. However, committee approval may only be granted to those demonstrating a **valid case for exceptionality**. Appeal forms are available online at www.wiu.edu/coehs/teacher. Appeals should be made no later than the tenth day of classes the semester preceding the student teaching semester.

TEACHER EDUCATION CHECKLIST

- ☐ Complete the [Teacher Education Program \(TEP\)](#) application including the Safety Training, English Language Learner modules, and creating your ELIS account.
- ☐ Maintain the required cumulative and major GPAs, and achieve a C- or better in all coursework for your major.
- ☐ Submit your Student Teaching Application materials including resume and application letter (cover letter) **one year** in advance of your student teaching semester; **March 1** (spring student teaching) or **November 17** (fall student teaching).
- ☐ Complete the Application for Graduation during the second semester of your junior year via the webform at <https://www.wiu.edu/registrar/gradapp.php> (Printed applications are not accepted.)
- ☐ Successfully complete all graduation coursework requirements (except student teaching courses) prior to your student teaching term. Consult with your academic advisor and the University catalog for details.
- ☐ Complete the Clearance Forms for Student Teaching **one semester** in advance of your student teaching semester; **March 1** (fall student teaching) or **October 1** (spring student teaching).
 - ☐ Complete Professional Educator License (PEL) application.
 - ☐ Attempt Content Test(s) and keep us in the loop on your status (also TLP-Spanish for Multilingual majors and OPI for World Language majors).
 - ☐ Complete [Mandated Reporter Training](#) and [Status Form](#). Submit the completion certificate and Status Form.
 - ☐ Sign the Illinois School Code acknowledgement: physical exam and Code of Ethics statements.
- ☐ **Address account holds that will prevent registering for student teaching coursework.** Your education academic advisor will register you for the STCH course once your account is clear.. *You cannot begin student teaching without being registered for the appropriate classes due to liability insurance!*
- ☐ Provide official verification of a fingerprint background investigation to the school district in which you are placed. *Candidates completing student teaching in Chicago Public Schools must work with Dr. Katrina Daytner as to when background checks are required. Please note that some districts may require the background check to be completed within 90 days of your start date for student teaching.*
- ☐ Attend the **professional development workshops** (both semesters) and **Education Career Fair** (spring semester only) scheduled during your student teaching semester even if you have secured a post-graduation job

-
- Candidates may not take any additional coursework while student teaching.
 - Candidates must have departmental recommendation prior to student teaching.
 - If you are student teaching in the Fall semester, coursework taken during the summer course immediately prior to your student teaching semester is limited to program/degree requirements (rather than general education, etc.) and must be completed at WIU, Macomb or QC campus due to the tight time frame between the end of the summer term and the start of your student teaching term. If you want to take coursework elsewhere, an [appeal](#) is required prior to enrollment in the course. The deadline to appeal is April 1. Please contact your advisor for additional information.
 - All coursework (including transfer coursework and independent study) must be completed and a final grade (including grade changes) recorded on your WIU transcript by July 31 (fall student teaching) or December 20 (spring student teaching). An "Incomplete" in any coursework is a deficiency.
 - **STUDENTS WHO DO NOT SATISFY ALL TASKS WILL BE CANCELED FROM STUDENT TEACHING.** Please contact your teacher education advisor immediately if you have any questions or concerns about this notice.
Macomb Campus Phone: (309) 298-2117, Quad Cities Campus Phone: (309) 762-1988 Extension: 62327

STUDENT TEACHING APPLICATION SAMPLE

Complete online at https://www.wiu.edu/coehs/teacher/student_teaching/application.php.
Print single-sided, and submit the document to your education advisor.

STUDENT TEACHING SEMESTER: ☐ FALL ☐ SPRING YEAR: _____

NAME: _____ MAJOR: _____

WIU EMAIL ADDRESS: _____ WIU ID: _____

HOME ADDRESS: _____
Street City State Zip

YOUR WIU ADDRESS: _____
Street City State Zip

CELL #: _____ ALTERNATIVE #: _____

HIGH SCHOOL ATTENDED: _____
Name of School City State

- I understand I am strongly discouraged from being employed while student teaching. Should employment interfere with my student teaching assignment requirements, I will be required to either terminate employment or the student teaching assignment.
- I realize that it is my responsibility to know and meet all prerequisites for student teaching including graduation requirements and financial obligations and that receiving, starting, and completing a student teaching placement is contingent upon my fulfilling this responsibility.
- I authorize the WIU Student Teaching Program to release related information upon request of the school district.
- I understand I am required to provide my own transportation to and from the student teaching assignment. I attest that when using my personal auto, I am covered by valid auto insurance that provides at least the limits of coverage statutorily required to legally operate my vehicle in Illinois and all other jurisdictions in which I travel.

Student Signature _____ Date _____

Recommend for student teaching

Major Department Signatory

Secondary Teacher Education Advisor

For Office Use Only: Candidate's name did not appear on the Convicted Methamphetamine Manufacturer Registry, the National Sex Offender Registry or ISP Child Murderer and Violent Offender Against Youth Registry.

Date

Advisor Initials

STUDENT TEACHING PLACEMENT PREFERENCE INFORMATION

Complete online at https://www.wiu.edu/coehs/teacher/student_teaching/application.php.

Print single-sided, and submit the document to your education advisor.

NAME: _____ MAJOR: _____ WIU ID: _____

Western Illinois University, through its Student Teaching Program, places and supervises student teachers in the following regions:

REGION A: Chicago Suburbs (North, West & South Areas)

REGION C: Quad Cities (including Quad Cities & Outlying

REGION B: Chicago Public Schools (City of Chicago)

REGION D: Western/Central Illinois (Quincy/Peoria/Macomb)

From the regions listed above, select your first preference and place the region letter on the line below. On the line to the right, name the town or suburb from which you expect to commute. **Second preference, different from the first, must be listed by all student teachers in the event we are unable to accommodate the first preference.**

REGION _____ 1st Preference Would commute from _____ (town)

REGION _____ 2nd Preference Would commute from _____ (town)

University Supervisors of student teachers will make the placement. **Under no circumstances can student teachers arrange their own student teaching assignment or commit themselves to any school building or teacher. Any such arrangement will not be honored.**

Housing arrangements during the student teaching semester are the responsibility of each student teacher. Any student requesting an assignment outside the approved regions must appeal through the Selection and Retention Appeal Committee (SRA). **ONLY DOCUMENTED CASES FOR EXCEPTIONALITY WILL BE CONSIDERED.** If approved, the student will be responsible for paying any additional costs incurred. It may be necessary for the student to obtain temporary housing during the student teaching experience.

If you have immediate family members (mother, father, brothers, sisters, aunts, uncles) employed by any school district in the regions we serve, please list their name, job, school building, and city/town in the space provided below. Also indicate if you have children attending any of these schools. Failure to disclose this information will jeopardize your placement.

For office use only: Academic advisor to identify grade level preference in consultation with the candidate.

Early Childhood _____ Birth-Grade 2

Elementary/Multilingual: K-3 4-6 (circle one)

Middle Level Education (5-8) _____

Secondary Majors (9-12) _____

ESL/Bilingual Endorsement Placement _____

Special Education (K-22) _____

PK-12: _____ (Art, World Languages, PE, Music)

Elementary

Middle

High School

(Circle Two)

LETTER OF APPLICATION (Cover Letter)

Components of a Cover Letter

Tip: When sending your documents to employers via regular mail, print your **mailing envelopes** using a computer **printer** – just as you would print your cover letter and résumé. Handwriting looks less professional. Also, use a **LARGE** envelope so that you avoid folding your documents.

Full Name
Address
Telephone Number with Area Code
E-mail Address

Tip: You can copy and paste your name and contact information from your résumé. This way, both documents look like a matching set.

Tip: Make sure your letter does not include any spelling or grammar errors. **Proof-read your letter very carefully.**

Date

Contact Person
Title
Company/Organization
Address
City, Province
Postal Code

Tip: To have the best chance of success, write a unique cover letter for every prospective employer; although you may likely use much of the same content. A cover letter should always be printed on only one page. It should be clear, focused, and never longer than absolutely necessary.

Dear Contact Person,

1st Element : What position are you applying for? – 1 paragraph

Why did you choose THIS organization?

- State the position that you are applying for.
- Demonstrate your knowledge of the Organization's products, services, or the industry

Always use the hiring person's **NAME** if possible, as this makes the most favorable impression. If you don't know the name of the contact person, use either their job title, as in "Dear Director of Finance." If you have no identifying information, then write "Dear Sir or Madam." **Titles:** Use "Mr." for a man and "Ms." for a woman. Only use "Mrs." if you are certain the person uses this title; if you are unsure, use "Ms." If you are unsure if the person is male or female, simply use "Dear." **EX:** Dear Jamie Jones.

Talking about the organization demonstrates sincere interest and shows that you have done your research. Unfortunately, most job seekers often leave this 1st element out, and end up talking only about themselves.

2nd Element: Why should the organization consider hiring YOU? – 1 to 3 short paragraphs

- Arouse the employer's curiosity by summarizing brief facts about your academic background, relevant work experience and appropriate personal qualities/transferable skills that will make you stand out.
- Fulfill the requirements for the position in terms of your experiences.
- State a specific skill or ability required for this position – use key terms.
- Be brief and focus on the position.
- Balance warmth, enthusiasm, confidence and professionalism.

In the 2nd element, you are making a case that you are a **GOOD FIT** for the job. So whenever you mention a specific skill, **GIVE A CONCRETE EXAMPLE** of how and/or when you obtained that skill or ability.

3rd Element: Let's Get Together! – 1 paragraph

- Take the initiative - request an interview! State when you are available and how you can be reached at (514) 555-5555 (your phone number)

Thank you for your time and consideration,

Don't forget to say thank you. This is not only polite but demonstrates that you acknowledge the reader's effort in taking the time to read your letter.

Your Signature

Full Name

When sending a hard-copy of your cover letter, always sign your name in either blue or black ink. Do not include this when sending your letter via e-mail. Also, never use a font in WORD for your

Purpose: This document is the first impression the school/building administrator will have of you as a professional educator and will influence how they view you as a member of their staff during your student teaching semester and as a potential full-time employee in the future.

Your Letter of Application gives them some hints about what they can expect from you as an employee.

- Attention to detail
- Writing ability
- Professionalism

Format:

- Length and Content - Three (3) paragraphs (see sample)
- Font - Times New Roman, Arial, Calibri in size 10-12
- Spacing - Single spaced. Centered horizontally with appropriate margin widths.
- Design - No designs as those are often distorted and unreadable when scanned into HR databases

Resources:

- WIU Center for Career Preparation and Employer Engagement www.wiu.edu/careers.
- University Writing Center www.wiu.edu/uwc/.
- Indeed www.indeed.com/career-advice/resumes-cover-letters/cover-letter-student-teacher

Sally A. Educator

p-educator@gmail.com | (123) 456-7890 | <http://www.linkedin.com/in/sallysmith>

September 3, 2024

Ms. Nancy Smith
The Hawk Eye
800 South Main Street PO Box 10
Burlington, Iowa 52601

Dear Ms. Smith,

I am currently a senior at Western Illinois University, majoring in English Education with a minor in History, and I am excited to apply for my upcoming student teaching placement. As I work toward completing my Bachelor of Arts degree and secondary licensure (grades 9–12) in December 2025, I am eager to bring my passion for teaching, leadership, and student development into the classroom.

My coursework and clinical experiences have provided me with a strong foundation in lesson planning and classroom management. During my placement at West Prairie Middle School, I observed integrated instruction across language arts and social studies, developed and taught a unit on poetry, and gained valuable experience in maintaining classroom rules and grading student work. I am confident that these experiences have prepared me to create engaging lessons that meet the needs of diverse learners.

Beyond my academic preparation, I have held leadership and service roles that have strengthened my ability to connect with and support students. As a Resident Assistant, I supervised students, mediated conflicts, and developed programming. Serving as President of Delta Zeta Sorority further sharpened my organizational and leadership skills, as I guided peers and coordinated initiatives that built community. Additionally, my work in WIU's Writing Center has given me one-on-one experience in supporting students' growth as writers and helping them to be academically successful.

I am eager to bring this blend of teaching preparation, leadership, and student-centered service into my student teaching placement. My goal is to foster a positive, inclusive classroom where students feel empowered to take ownership of their learning. I am committed to continual reflection and growth as I begin my career as an educator.

Thank you for considering my application, and I look forward to the opportunity to contribute to the academic and personal success of my future students. I can be reached by email at s-smith@wiu.edu or by phone at (123) 456-7890.

Sincerely,

Sally Smith

Sally Smith

RESUME

The resume works in conjunction with the Letter of Application (cover letter) and focuses on your strengths, experiences, and achievements.

- Focus on experiences where you gained skills or knowledge relevant to being a teacher, including any experience working with children: camp counselor, tutoring, Scouts, church, pre-clinical fieldwork, etc.
- Look at the resume from the reader's (employer's) point of view
- Focus on being thorough and detailed, yet brief and concise - the best resumes are one page.
- Select appropriate resume headings such as:
 - *Education*-List community college only if you have a degree. Do not list high school.
 - *Educational/Teaching Experience*-Camp counselor, tutoring, field experience, other work with children; Include description of all **pre-clinical field experiences** you have completed, are currently enrolled in, or will be completing before student teaching. Reflect on your experiences in coursework such as C&I 370, 371, 470; ECH 380, 381, 480; EDS 303, 304; SPED 280, 460, 430, etc.
 - *Other Work Experiences* that show that you have previously held a job (limit to previous four years).
 - *Skills or Training* - technology software (Quizlet, Blackboard, etc.), 2nd language, CPR, Mental Health First Aid, advocacy work, etc.
 - *Affiliations (or Memberships), Honors, Scholarships, etc.* - Aspiring Educators, Golden Apple, Council for Exceptional Children, Great River Teaching Corps, Dean's List, etc.

Resume Style

- **Font:** "Times-Roman", "Arial", "Calibri". The sizes should range from 10 to 12.
- **Spacing:** Single spaced. Center on page with appropriate margin widths.
- **Paper:** white (no designs).
- **Length:** One page is best, but two is acceptable if you have substantive content to fill at least half of the second page
- **Format:** Use "bullet points" rather than paragraphs to highlight accomplishments.
- **References:** Not needed for this resume

Sally A. Educator

p-educator@gmail.com | (123) 456-7890 | <http://www.linkedin.com/in/sallysmith>

EDUCATION

Bachelor of Arts in English Education, Minor in History, Licensure 9-12
Western Illinois University (WIU) - Macomb, IL

December 2025
GPA: 3.58

CLINICAL TEACHING EXPERIENCE

Anticipated Student Teaching Experience - High School (Clinical Placement)
Macomb High School, Macomb, IL

Expected May 2025

- Plan and deliver standards-based lessons aligned with IPTS and curriculum goals
- Use varied instructional strategies and technology to support all learners
- Foster a positive, inclusive classroom promoting respect and collaboration
- Collaborate with mentor teacher and staff to support student development
- Reflect on teaching practices and incorporate feedback to improve
- Apply classroom management techniques to maintain engagement

West Prairie Middle School - Colchester, IL (6th Grade)

August 2024

- Observed a team of three teachers employing an integrated approach to language arts and social studies instruction
- Developed and taught a unit on poetry
- Designed quizzes and graded homework assignments
- Maintained classroom rules and procedures

WORK EXPERIENCE

Consultant Writing Center - Western Illinois University Macomb, IL

August 2024 – Present

- Guide students in refining purpose, audience, and organization in writing
- Teach effective proofreading strategies
- Support students in identifying and revising frequent grammar errors

Resident Assistant - Student Housing and Residential Life, Macomb, IL

January 2024 - Present

- Develop a safe and knowledgeable community supervising up to 65 diverse students in residence halls
- Mediate conflicts between suitemates and roommates by implementing "I-Statements" and active listening
- Organize and implement two programs monthly surrounding topics such as health and wellness, finances, sustainability, diversity, academics, and career planning

Server - Old Chicago, Peoria, IL

June 2020 – April 2023

- Maintain open communication with customers to ensure they were satisfied with their meals
- Maintain a clean and healthy environment for customers and co-workers
- Train individuals to become servers by educating them on menu items and customer service responsibilities

CAMPUS INVOLVEMENT AND LEADERSHIP

President, Delta Zeta Sorority - Western Illinois University, Macomb IL

August 2022 - Present

Secretary

January 2022 - August 2022

- Preside over all meetings, conducted ritualistic services
- Conduct sorority actions in compliance with all regulations of the college, chapter, and sorority
- Serve as an ex-officio member of all committees guiding individual members

Infant and Preschool Center Staff - Western Illinois University, Macomb, IL

November 2022 - April 2023

- Led a daycare class weekly for two-year-old children
- Checked children in, provided worksheets and coloring activities with picture stories, led outside playtime, provided snacks, comforted nervous and new children, and led story time and singing activities

Student Education Association - Western Illinois University, Macomb, IL

August 2021 - May 2022

- Participated in professional development workshops and networking events for future educators
- Collaborated with peers on service projects supporting local schools and communities

SKILLS AND CERTIFICATIONS

- Advanced Proficiency in reading, writing, and speaking Spanish
- Proficient in Canva, Java, and Hootsuite
- IL Mandated Reporter
- Certified in CPR and First Aid through the American Red Cross

CONTENT AREA TESTING

<http://www.il.nesinc.com/>

1st Attempt Deadline:

- March 1 (Fall student teaching)
- October 1 (Spring student teaching)

Most ILTS tests are administered year-round by appointment, Monday through Saturday (excluding some holidays); accommodations take 60+ days for test date and site confirmation.

Passing Deadline: A passing score of 240 is needed in order to issue your Professional Educator Licence

Resources & Tips: Review Student Teaching Application presentation

Registration and Updates: <https://www.il.nesinc.com/>

Testing Locations: The exam centers located near campus are listed below. Some exams require special arrangements and may not be available at all of the test centers. For information on a specific exam, please sign into your web account or visit <https://wsr.pearsonvue.com/testtaker/registration/SelectTestCenterProximity/NES?conversationId=466980>

Spoon River College Outreach Center
2500 E. Jackson Street
Macomb, IL 61455
(309)833-6017

Pearson Professional Centers-Davenport
100 East Kimberly Road; Suite 401
Northwest Bank & Trust Company
Davenport, Iowa 52806

Black Hawk College
6600 34th Avenue
Moline, Illinois 61265

Rock Island County Regional Office of Education
3430 Avenue of the Cities
Moline, Illinois 61265

Have questions or need help? Contact us!

Dr. Katrina Daytner
Interim Field and Clinical Coordinator
Horrabin Hall 40
(309)298-2117
LA-Litchfield@wiu.edu

Dr. Katrina Daytner
Associate Dean, College of Education & Human Services
Horrabin Hall 40
(309)298-2117
KM-Daytner@wiu.edu

Jeanne Gage, Macomb Advisor
Horrabin Hall 40
(309)298-2117
JC-Gage@wiu.edu

Kenny Wheeler, QC Advisor
QC Complex 1416
(309)762-19881, ext. 62327
KW-wheeler@wiu.edu

Jill Bisbee, Licensure Officer
Horrabin Hall 40
(309)298-2117
JM-Bisbee@wiu.edu

STUDENT TEACHING Terms & Definitions

APPLICATION: An application to student teach must be made one year in advance of the student teaching semester. If you are uncertain about your eligibility for a specific semester, please contact your Office of Teacher Education academic advisor to review your academic plans.

Each candidate is responsible for submitting the student teaching application to the Office of Teacher Education on or before March 1 (spring student teaching) or November 17 (fall student teaching)

APPLICATION CHANGES: Once your student teaching application has been submitted, do not expect to change your first choice region selection or the preferred grade level. We will have started the initial phase of site selection, and last-minute changes can circumvent our best efforts to obtain quality school settings.

ASSIGNMENT: All student teaching assignments are arranged through the Office of Teacher Education. Field-based University Supervisors reside within the geographic regions we serve, and they are charged with the responsibility to identify and finalize all assignment information. Under no circumstance should candidates attempt to arrange their own assignment in our geographic regions.

Assignment information, if finalized, will be given to candidates by the end of the semester preceding the student teaching semester. If finalized information is not available, the candidate is encouraged to contact the Coordinator of University Field and Clinical Experiences for any information available at that time.

BACKGROUND INVESTIGATION: All student teacher candidates must complete a background investigation prior to student teaching. Background checks are specific to each district and should not be done until directed to do so by the Coordinator of Field and Clinical Experience. Student teachers will be responsible for payment to complete background checks.

CAMPUS ACTIVITIES: During your student teaching experience, you should not plan to retain an active role as an officer of an organization, participate in athletics, have newspaper responsibility, or have extracurricular activities (athletics, band, chorus, dramatics, resident halls work, etc.) that will interfere with your full-time responsibilities as a student teacher.

CENTER FOR CAREER PREPARATION AND EMPLOYER ENGAGEMENT: Visit the Center for Career Preparation and Employer Engagement (both campuses or on-line at www.wiu.edu/careers) to get assistance with revising your resume, letter of application/cover letter, and other professional documents including professional portfolios. The Center also conducts mock interviews to enhance your interviewing skills and identify your strengths and weaknesses in that setting. The Handshake system (<https://wiu.joinhandshake.com/login>) allows you to upload your resume and search for available teaching positions. To make an appointment, please contact the Center at (309)298-1838.

CHANGE IN STATUS: If you have a new address or phone number, please notify the Coordinator of University Field and Clinical Experiences at (309)298-2117. Oftentimes, this department contacts a candidate to set up a scheduled interview with a prospective mentor teacher and/or building administrator. Also, notify the Office of Teacher Education (309)298-2117 if you drop out of the WIU Teacher Education Program. This notification will allow the Coordinator of Field and Clinical Experience, school district, and cooperating teacher to be alerted well in advance of the start date for student teaching.

If you are not going to be enrolled in courses at WIU the semester prior to student teaching, please inform the Coordinator of University Field and Clinical Experiences at (309)298-2117 so we can find ways to keep you informed.

CONTENT EXAM: By State law all teacher education candidates must pass the applicable content/subject matter exam(s) prior to being licensed. Teacher education candidates **will be cleared to student teach after taking (attempting) the exam(s) with the deadline of March 1 (fall student teaching) or October 1 (spring student teaching).**

COURSE WORK WHILE STUDENT TEACHING: All WIU coursework must be completed prior to student teaching. Candidates are prohibited from taking courses while student teaching.

ELL MODULES: All teacher education candidates must pass the English Language Learners (ELL) modules prior to being fully accepted into the Teacher Education Program (TEP). The assessment is focused on gaining an understanding of basic ELL terms and acronyms through multiple choice and true/false questions wiu.edu/ELL. If you have questions, please contact the Office of Teacher Education at (309)298-2117.

EMAIL: You must utilize your WIU email address for all University-related correspondence. This is the only email address we will use in sending information concerning WIU business. You will continue to have access to your WIU email for one (1) year after graduation.

GRADING: All student teaching courses are graded S/U only.

HOMETOWN: If your hometown falls within the regions served by WIU, candidates may opt to reside at home during the student teaching semester. However, if this is not the case, candidates must be prepared to plan finances and secure temporary housing in the region of their student teaching.

HOUSING: Unless you are assigned within commuting distance of the WIU campus, you are expected to reside in an off-campus community for your student teaching experience. For those candidates approved to teach in and around the Macomb region, the University Housing has information about contracts and other regulations involving residence halls and off-campus housing.

While student teaching applications are due one year in advance of student teaching, all candidates are instructed not to reduce their flexibility by signing rigid housing leases in the Macomb, Quad Cities, or surrounding areas.

LICENSURE: Candidates with questions regarding any aspect of the teacher licensure process should contact the WIU Licensure Officer in Horrabin Hall 40, or telephone (309)298-2117. We will guide you through the licensure application process with the State of Illinois.

MANDATED REPORTER: Complete the online [Mandatory Reporter Training](#) (allow 60-90 minutes). Submit a copy of the completion certificate, along with the [Mandated Reporter Status Form](#), with the Clearance and Licensure materials to the Office of Teacher Education no later than March 1 (fall student teachers) or October 1 (spring student teachers) the semester prior to your clinical experience.

ORIENTATION: Student teaching orientation (required attendance) is held the semester prior to student teaching. During orientation, you will meet the University Supervisor responsible for placing and supervising for the student teaching semester. The supervisor also will outline all professional expectations for student teaching and answer your questions about the experience. In addition, you should plan to attend individual area seminars as well as appropriate workshops conducted in the region where you are assigned. Your Field Supervisor will inform you about these events.

PHYSICAL FITNESS REQUIREMENT: Illinois School code states that new employees, including student teachers, may be requested to provide evidence of physical fitness to perform the duties assigned and freedom from communicable disease. It will be your responsibility to comply *if requested by a hosting school district during your student teaching assignment.*

REGISTRATION: Candidates must be officially registered with the University prior to beginning student teaching. Clear of all registration encumbrances (immunization, judicial, financial, etc.) by April 1 for fall student

teaching and November 1 for spring student teaching. Contact the office at (309)298-2117 if this is not possible due to extenuating circumstances. You must be registered for the appropriate courses to begin and continue in your student teaching placement due to legal restrictions.

SELECTION AND RETENTION APPEAL COMMITTEE: This committee considers [appeals](#) particular to Teacher Education students ranging from late TEP, student teaching, and licensure applications, student teaching location requests that fall outside of the geography of our typical placement, course waivers, etc. Your academic advisor will work with you if an appeal is necessary for your circumstances.

SPECIAL ARRANGEMENTS FOR STUDENT TEACHING PLACEMENT: Requests to student teach “out of area” are considered for exceptional circumstances only. To be considered for this type of placement, a candidate must [appeal](#). Questions should be directed to Dr. Katrina Daytner, Horrabin Hall 40, (309)298-2117.

STUDENT TEACHING: The academic semester of student teaching is a full-time commitment for a minimum of sixteen full weeks (you will pay for 12 semester hours), depending on the requirements mandated by specific departments and licensure requirements.

STUDENT TEACHING AT HOMETOWN SCHOOL(S): Because it is the goal of the Western Illinois University Teacher Education Program and a requirement of our accreditation to provide a diverse teacher education preparation program, candidates are not allowed to return to their hometown school(s) to student teach. A request to student teach in your hometown school(s) will be considered a special arrangement (see [appeal](#) process).

SUMMER STUDENT TEACHING: There is no provision for summer student teaching at WIU.

WORKING WHILE STUDENT TEACHING:

Candidates are strongly discouraged from being employed while student teaching. Should employment interfere with the student teaching assignment requirements, the student teacher will be required to either terminate employment or the student teaching assignment.