

Student's Name: _____ Reachable Phone Number: _____

Spring 2013 Teacher Candidates Student Teaching Application *Seven Steps to Successful Undergraduate Applications*

Teacher Candidates need to:

1. _____ Teacher candidates will need to apply for student teaching and placement preferences beginning online February 28, 2012 at:
<http://www.potsdam.edu/academics/SOEPS/fieldexperiences/apply.cfm> no later than **March 9, 2012.**
2. _____ After composing a resume geared towards student teaching, teacher candidates will need to contact Career Planning by visiting Sisson 206 or emailing career@potsdam.edu to have resume critiqued and approved. This must be completed no later than **April 2, 2012.**
3. _____ Once Career Planning has approved the student teaching resume, teacher candidates will need to email the resume as a PDF document to Nicole Feml (femlna@potsdam.edu) for final approval. This must be completed no later than **April 30, 2012.**
4. _____ After Nicole Feml has approved the resume, teacher candidates will need to make five copies of the resume on resume paper. Also, make five copies on plain white paper of one lesson plan that has been approved by a professor. Staple one resume and one lesson plan together in the top left corner to create one packet.
6. _____ Teacher candidates will then need to assemble all materials in the following order: one copy of this checklist, one photocopy of SUNY ID or driver's license, and five stapled packets using a binder clip **ONLY.**
7. _____ Teacher candidates will need to submit assembled packet to Nicole Feml (Satterlee 112A) no later than **May 4, 2012.**

I understand that student teaching placements are contingent upon submitting a complete application on time and following the steps listed above.

Student's Signature: _____ Date: _____

For office use only:

#1 – Resume,
Assistant Director,
Nicole Feml

Initials _____
Date: _____

#2 – PDF,
Assistant Director,
Nicole Feml

Initials _____
Date: _____

#3 – Official
Submission, Rosalie
Bero

Initials _____
Date: _____