

# MORAVIAN UNIVERSITY

## STUDENT TEACHING APPLICATION

**MUST READ Policies & Procedures for Admission to Student Teaching**  
*included with this document before completing and submitting this form.*

FULL NAME _____		STUDENT ID# _____	
<i>UNDERGRAD STUDENTS ONLY:</i>			
I HAVE SUBMITTED THE INITIAL APPLICATION TO THE TEACHER CERTIFICATION PROGRAM _____ YES _____ NO	SEMESTER & YEAR I PLAN TO STUDENT TEACH Fall /Year _____ Spring / Year _____	I AM A CITIZEN OF THE UNITED STATES _____ YES _____ NO	
DEGREE STATUS WHILE STUDENT TEACHING			
_____ Undergraduate                      _____ Single semester after graduation _____ Post-Bacc or MAT                      _____ Intern – <b>must pass test in content area before interning (ie, PECT, Praxis)</b>			
PLEASE CHECK CERTIFICATION AREA: (IF SEEKING DUAL CERTIFICATION, CHECK TWO)			
_____ Early Childhood Education (PK–Grade 4) _____ Middle Level Education (Grades 4-8) Academic Major in _____ _____ Secondary (7-12) Academic Major in _____ _____ Art (PK-12) _____ Music (PK-12) _____ Modern Language (PK-12) (SPECIFY) _____ _____ Special Education (PK-Grade 12)			
<b>UNDERGRADUATES - THIS APPLICATION MUST BE SIGNED BY BOTH ACADEMIC AND EDUCATION DEPARTMENT ADVISORS.</b>	ACADEMIC MAJOR / GPA	ACADEMIC ADVISOR SIGNATURE & <b>PRINTED NAME</b> (I have met with my advisee & discussed the policies and procedures for admission located on the reverse side of this document)	
<b>POST-BACCALAUREATE STUDENTS - THIS APPLICATION MUST BE SIGNED BY YOUR EDUCATION DEPARTMENT ADVISOR.</b>	EDUCATION DEPARTMENT ADVISOR SIGNATURE & <b>PRINTED NAME</b>		
MORAVIAN E-MAIL _____		PRIMARY CONTACT PHONE NUMBER _____	
LIST MORAVIAN UNIVERSITY STAGE 1 & 2 FIELD EXPERIENCES AND STAGE 3 PRE-STUDENT TEACHING EXPERIENCES. INCLUDE SCHOOL, COOPERATING TEACHER AND GRADE OR SUBJECT.			
I have read the <b>“POLICIES AND PROCEDURES FOR ADMISSION TO STUDENT TEACHING”</b> included with this application and understand the requirements for admission to the teacher certification program and my rights to appeal. I also understand that by signing this application, I grant the Teacher Education Committee access to any records which the Student Services Office might have relevant to my candidacy.			
Applicant Signature _____ Date _____			
Education Department / 1200 Main Street, Bethlehem, PA 18018 / Office # 610-861-1558			

## POLICIES & PROCEDURES FOR ADMISSION TO STUDENT TEACHING AND CERTIFICATION INFO

Please read the following teacher education program policies and procedures before you complete and submit the Student Teaching Application. If you have questions about the policies and procedures, contact a member of the Education Department.

1. All candidates for student teaching must have submitted the Undergraduate Initial Application to the Teacher Certification Program, completed the basic skills tests (ETS CORE &/or the PECT PAPA modules) if not exempt based on SAT/ACT scores, and completed all Education Department course requirements for your program.
2. Students who intend to seek teaching certification must submit this formal application to the Teacher Education Committee (TEC). Students must achieve all of the following in order for the TEC to consider their application:
  - a. GPA:
    - 3.0 overall grade point average
    - 3.0 in the academic major
    - 3.0 in the professional education sequence
  - b. Recommendation of the student's major department based upon the mastery of content knowledge in the academic discipline.
  - c. Recommendation of the Education Department based on mastery of pedagogical content knowledge and performance in successful stage 1 & 2 field experiences and stage 3 pre-student teaching experiences.
  - d. Evidence of professional attitude and behavior in light of field experience evaluations, University faculty and staff assessment, disciplinary information from the Student Affairs Office, and other sources. Submission of a signed application to the Teacher Certification program (attached) is required and shall constitute consent for the Student Affairs Office to release all such information on file to the Teacher Education Committee.
3. Students must apply for student teaching **two semesters** prior to the student teaching semester. **Applications for Fall student teaching must be received in the Education Department by December 1 of the preceding year. Applications for Spring student teaching must be received by April 15 of the preceding year.**
4. After admission to the program, a student must maintain at least the minimum required averages and continue to receive the endorsement of the departments and offices involved. A student must meet all standards and complete prerequisite course work by the term prior to the student teaching semester.
5. Prior to the beginning of Student Teaching, the student must present original, current copies of his/her FBI Federal Criminal History Record, the Pennsylvania State Police Criminal Records Check, and the Pennsylvania Child Abuse History Clearance to the Education Department. Students will be placed in field experiences only when all background checks are clear of record. No student will be placed into Student Teaching without these documents.
6. A student who has been denied permission to student teach may reapply at a later time if the criteria for student teaching have been met. In such circumstances, completion of certification requirements may involve extending the student's program if the requirements cannot otherwise be met. If student teaching requirements change prior to the reapplication, the student will be required to meet the new requirements.
7. If a student wishes to challenge an action by the Teacher Education Committee, the student may request a hearing and personal appearance before the Committee. If the student is not satisfied by the hearing, he/she may appeal to the Office of Academic Affairs.
8. Students are required to secure their own transportation to and from field experience placements.
9. Student teaching is graded on a pass/no credit basis, and a "pass" is required for certification. If, in the judgment of the student's cooperating teacher and college student teacher supervisor, the student teacher's effort justifies course credit but has not resulted in proficiency that justifies certification, the student may receive field study credit but not be recommended for certification. All such cases are reviewed and decided by the Teacher Education Committee. If a student is not to be recommended for certification, the student will be notified and given an opportunity to appear before the Committee to present information on the student's own behalf and to respond to the recommendation.

### TEACHER CERTIFICATION INFO

1. Students apply for Pennsylvania Teacher Certification when all academic, professional and character standards have been met. The Pennsylvania Department of Education will not certify anyone convicted of a felony.
2. The student may appeal to the Office of Academic Affairs if the Committee recommends that certification not be granted. The student may appeal the institution's action to the Bureau of Teacher Certification of the Pennsylvania Department of Education. All avenues of appeal within the University must be exhausted before this step is taken.
3. All students seeking certification in Pennsylvania are required to pass the appropriate content and methods exams appropriate for their certificate type. These exams are administered either thru ETS or Pearson (PECT).

*For further information, contact:*

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Moravian University Education Department  
E-mail: [marinoc02@moravian.edu](mailto:marinoc02@moravian.edu)