

## Student Teaching Application for 2010-2011

All students wishing to student teach in the 2010-2011 school year must obtain approval to student teach. Students obtain approval by submitting the Student Teaching Application form (attached) and the required documents by the deadline indicated below. Failure to submit your request by the correct date could postpone your student teaching:

### February 5 Deadline

Students wishing to student teach in **Fall 2010** in the following programs:

- Early Childhood Education
- Middle Childhood-Early Adolescence - Block III students
- World Languages

### April 23 Deadline

Students wishing to student teach in **Fall 2010** in the following programs:

- Social Studies – Middle School Fieldwork/Student teaching
- English – Middle School Fieldwork/Student teaching

Students wishing to student teach in **Spring 2011** in the following programs:

- Early Childhood Education
- Middle Childhood-Early Adolescence – Block II students
- World Languages
- Social Studies – Middle School Fieldwork/Student teaching
- MACSTEP

### *Completed applications will include the following:*

- Application form
- Proof of PRAXIS II registration OR the date you passed the exam (scores will be verified)
- Four (4) copies of your Professional Educator's Resume (example at the end of this packet)
- Letter of Support from the principal (for on-the-job placements only)

In addition, students must also have a valid (less than 18 months old at the beginning of your student teaching placement) tuberculin screening and criminal background check. You will be contacted by the Field Experience Office if these need to be resubmitted.

### Approval for Student Teaching

Your academic advisor will review your student record to determine if you have met the requirements for student teaching. If you are not approved to student teach, detailed instructions will be provided regarding how to obtain approval.

Each program has specific requirements as indicated on your program sheet. However, all programs require the following in order to be approved to student teach:

- Admission to a School of Education Certification Program.
- Completion of all required course work including teaching methods and pre-student teaching fieldwork as outlined for each program during the semester prior to student teaching.
- An overall cumulative GPA of at least 2.5 and a GPA requirement of the student's specific program. A GPA of 2.75 in all professional and major/minor courses is required to qualify for student teaching.
- Passing score on the Praxis II content test.
- Removal of all F or I (incomplete) grades in courses that count toward graduation or certification.

### Other Friendly Reminders

Applying for student teaching is not the same as REGISTERING for student teaching. Review your program sheet or see your advisor if you have any questions about registering for student teaching.

Your placement information and all communications from our office will be sent to your "@uwm.edu" email address and via US mail to the address listed in PAWS. Please make sure all your contact information is up-to-date in PAWS.



## **EDUCATION**

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Bachelor of Science in Elementary Education,  
University of Wisconsin-Milwaukee, Milwaukee, WI  
Senior Standing

**Certifications at UWM:**

- Early Childhood (PreK-grade 3)
- Middle Childhood through Early Adolescence (grades 1-8)
- Early Adolescence through Adolescence (grades 6-12)
- Early Childhood through Adolescence (grades K-12)

## **CERTIFICATION**

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Wisconsin Middle Childhood through Early Adolescence, Expected summer 2010

## **FIELD WORK EXPERIENCE**

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**Field Work** - Philipp Elementary School (3<sup>rd</sup> grade), Milwaukee, WI Fall 2009

- Team-taught science unit utilizing hands-on experiments to demonstrate the effects of temperature.
- Utilized hands-on manipulatives and cooperative learning focused math activities.
- Created reading unit utilizing paperbacks and daily newspapers.
- Conducted reading groups, workshops, and guided reading in whole language environment.
- Developed cross-curriculum units to increase understanding of content and relationship of content to children's experiences.
- Designed and created bulletin boards to display student work.

**Field Work** - Hartford University Elementary School (1<sup>st</sup> grade SAGE), Milwaukee, WI Fall 2009

- Tutored students in reading and writing
- Planned and implemented a whole class reading lesson
- Led student groups during field trips
- Encouraged student learning through positive reinforcement
- Volunteered at "Fun Frolic" family night
- Developed positive relationships with students, parents and other teachers.

*Use experience headings that are relevant to your field and categorize your experiences in a way that best markets yourself to the reader.*

## **TUTORING & CHILD RELATED EXPERIENCE**

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**Nanny** - Private Residence, Whitefish Bay, WI 2007-Current

- Care for children ages 2, 4, and 10.
- Plan educational and recreational activities.
- Tutor children in reading, math, and social studies.
- Assist family with enforcing consistent discipline.

**Volunteer Tutor** - Pierce Elementary, Milwaukee, WI 2007-2008

- Promoted literacy by reading to students ages 7-12 and assisted with daily homework.

**Volunteer Tutor** - Milwaukee Rescue Mission, Milwaukee, WI Spring 2007

- Tutored fourth grade Milwaukee Public School students.
- Provided support related to home and school issues.
- Positively influenced students conceptions towards education.
- Advised students on proper choices.

**SUPERVISORY & ADMINISTRATIVE EXPERIENCE**

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**Administrative Supervisor** - Le Grand Marketing, Milwaukee, WI

March 2007-Current

- Promoted from Assistant in June 2008.
- Supervise staff including hiring, training, and scheduling.
- Serve as liaison between over 50 clients and 30 distributors.
- Solve ordering problems to provide quality service.
- Order office supplies for staff of 25.

*Demonstrates multiple positions for one employer*

**Administrative Assistant**

- Answered client inquiries over the phone and in person.
- Created more efficient filing system.
- Developed and maintained company literature library.
- Performed data entry.
- Utilized well-developed organizational and multi-tasking skills in various administrative areas.

**LEADERSHIP & EXTRACURRICULAR ACTIVITIES**

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- Student Wisconsin Education Association (college), 2 years
- Student Council Representative (high school), 4 years
- Student Council Executive Board Secretary (high school), 1 year
- National Honor Society (high school), 2 years
- German Club (high school), 2 years
- Freshman Volleyball Team (high school), 1 year
- Cheerleading Squad (high school), 3 years

**COMMUNITY INVOLVEMENT**

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- Adopt-A-Highway - cleaned up the roads around the community, 2 years
- Food Fundraiser - collected canned foods for needy families, 2 years
- Earth Week Volunteer - participated in promotion of events, 1 year
- Blood Drive - provided food and helped in the blood drive, 1 year

**References Available - Two years study of German language**

# Jane Doe

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2310 Murray Street  
Milwaukee, Wisconsin 53211

(414) 555-0000  
doejane@dcd.uwm.edu

- EDUCATION** University of Wisconsin-Milwaukee, Milwaukee, WI Major GPA: 3.9/4.0  
Bachelor of Science in Elementary Education May 2010  
Focus areas: Science and Social Studies
- CERTIFICATION** Wisconsin Middle Childhood through Early Adolescence, Expected summer 2010
- TEACHING & TUTORING EXPERIENCE**
- Field Experience - 5<sup>th</sup> grade** Fall 2009  
Richard Kluge Elementary School Milwaukee, Wisconsin
- Developed and taught lessons in science and math that encouraged cooperative learning.
  - Adapted curriculum and teaching style to meet student's individual needs.
  - Consulted with special education teacher to adapt materials for students with IEPs and 504s.
  - Assisted with parent/teacher conferences.
  - Led student groups during educational fieldtrips.
- Field Experience - 8<sup>th</sup> grade** Spring 2009  
Keefe Avenue Elementary School Milwaukee, Wisconsin
- Tutored students one-on-one and in small groups in math, reading, and writing.
  - Participated in planning and supervising fieldtrips.
  - Assisted in development of bulletin boards to display student work.
- Day Camp Counselor - 7-13 years of age** September 2007-January 2009  
Salvation Army Milwaukee, Wisconsin
- Taught at-risk youth communication and teamwork skills through various educational and recreational activities.
  - Served as role model in promoting positive self-esteem and proper conflict management.
  - Supervised numerous field trips for groups of 50+.
- Volunteer Teaching Assistant - K5, 1<sup>st</sup> grade, 3<sup>rd</sup> grade** Fall 2006-Fall 2008  
West Elementary School Waukesha, Wisconsin
- Assisted with guided reading instruction, reading groups, and reading tutoring.
  - Tutored students individually and in small groups in all subject areas.
  - Supervised children on fieldtrips and activities within the community.
- COACHING EXPERIENCE**
- Little League Softball Coach and Umpire - 7-9 years of age** Summers 2007-present  
Milwaukee Parks and Recreation Department Milwaukee, Wisconsin
- Provide leadership and structure to practices and games for children.
  - Teach and role model sportsmanship, team cooperation, positive conflict resolution, and commitment to goals.
  - Adapt leadership style to the individual needs of each child.
  - Build self esteem in all players through positive feedback.
  - Develop supportive relationships with children, parents, and community members.

**COMMUNICATION  
EXPERIENCE**

**Cashier**

Clark Frozen Custard

Summers 2007-present

Milwaukee, Wisconsin

- Provide quality customer service and effectively resolve customer concerns.
- Demonstrate calmness and flexibility during high traffic times.
- Work independently and within a team to meet sales goals.

**PERFORMING  
ARTS &  
ATHLETIC  
ACTIVITIES**

- Performances in community and school theaters, 8 years
- School orchestra, 5 years
- First place ratings in regional and state for cello, 2 years
- Soccer, 6 years competitive
- Varsity softball, 3 years
- JV volleyball, 1 year

**HONORS &  
SCHOLARSHIPS**

- National Honor Society, 2 years
- International Thespian Society, 2 years
- Senior Athletic Scholars Award, 2006
- UWM School of Education Scholarship
- Wisconsin Academic Excellence Scholarship
- UWM Dean's List, 8 semesters

Sample Résumé