



## Student Teaching Application Instructions

This application process must be completed one year prior to the intended student teaching semester. Applications are due by 3:30 p.m. on October 1<sup>st</sup> for Fall Student Teaching or March 1<sup>st</sup> for Spring Student Teaching. Failure to apply online could jeopardize the procurement of a placement.

*If you are unsure of the semester in which you will be student teaching, please make an appointment with your advisor to review your pending coursework and map out a semester-by-semester plan prior to applying for Student Teaching.*

Eligibility for applying for Student Teaching rests on the following criteria (you must wait to apply if these conditions have not been met at time of application):

1. PPES (Pre-Professional Educator Status) must have been achieved
2. A minimum of a 3.0 York College of Pennsylvania Cumulative GPA (Grade Point Average)
3. Clean (no offenses) and current (less than 1 year old) clearances

*If you are not able to meet the above to eligibility requirements, you cannot student teach and should consult with your advisor immediately.*

The York College of Pennsylvania initial Student Teaching Application, conducted one year prior to Student Teaching, is a 3-pronged process as follows:

1. Execution of a **CAPP Evaluation** with annotations, signed by you and your advisor
2. Completion of a **Professional and Personal Dispositions** document, signed by you and your advisor
3. **Submission of a completed online "Student Teaching Application,"** including a scanned copy of the evaluated and approved CAPP and *Professional and Personal Dispositions* document

**Directions for each of the above processes follow. Steps #1 and #2 require advisor signatures. Make an appointment with your advisor and have #1 and #2 prepared for your advisor meeting.**

## 1. Execution of a CAPP (Curriculum Advising and Program Planning) Degree Evaluation with Written Explanations

- You are responsible for completing a CAPP Degree Evaluation. This document is submitted along with your online Student Teaching Application. CAPP is an online tool that allows students and advisors to compare transcripts to major and minor requirements. The analysis will reveal which major requirements have been met and which have not been met.
- To access CAPP:
  - Log-in to [MyYCP](#)
  - Click on the YCP Web icon
  - Select “Student Services”
  - Click “Student Records”
  - Select “CAPP Degree Evaluation”
  - Select the current academic term and click “Submit”
  - Click on the action entitled, “Generate New Evaluation”
- Print the pages generated (or save the document in an editable form that you can annotate).
- Examine the information on the CAPP carefully. You will see a “YES” or “NO” by each required course. You will see some *NO*s, since you have not fulfilled all major requirements needed for graduation. If you see a *NO* where you feel there should be a *YES*, please consult with your advisor as soon as possible, to get the discrepancy remedied (there may need to be a target/substitution form completed by your advisor and signed by the Chairperson of the Education Department).
- Wherever there is a *NO*, you must make a notation as to why there is a *NO*:
  - If there is a *NO* because you haven’t yet taken the course, write the semester and year you will be taking the course beside the *NO* directly on the CAPP printout.
  - If there is a *NO*, but you feel it should be a *YES* (because you think the course requirement has been fulfilled for some reason), you must consult with your advisor and he/she will need to annotate the CAPP as to why there is a *NO* (perhaps they are targeting it to another course you have taken). If this is the case, your advisor must write this directly on the CAPP and sign the bottom of the CAPP.
- **After all annotations are completed (written explanations of all *NO*’s), you must sign and date the bottom of your CAPP on the last page.**

- **At your scheduled advisor appointment, bring the CAPP and be ready to discuss it. Ask your advisor to sign and date the evaluation.**
- Use a scanner to scan the annotated/signed CAPP form and email it to yourself. (If you do not have access to a scanner, they are available in the library for students' use. Many cell phones have free scanner apps as well) Then, please save the file as a .pdf using the following naming convention:  
your last name\_your first name\_CAPP  
example: Glusco\_Amy\_CAPP

## **2. Completion of a *Professional and Personal Dispositions* document, signed by you and your advisor**

- You are responsible for honestly assessing and reflecting upon your dispositions prior to student teaching by thoughtfully completing a *Professional and Personal Dispositions* document.
- To access *Dispositions Self-Evaluation Form*:
  - Go to [www.ycp.edu/field-services](http://www.ycp.edu/field-services)
  - Scroll down and click on "Student Teaching"
  - Select "Applying for Student Teaching"
  - Click on "Dispositions Self-Evaluation Form"
  - Download the form
- Complete the fillable form thoughtfully.
- Print the pages generated (or save the document in an editable form that you and your advisor can annotate/sign).
- **After all areas are completed (ratings, areas of strengths & growths, and plans), you must sign and date the bottom of your self-evaluation), sign and date on the signature line of the last page.**
- **At your scheduled advisor appointment, bring the self-evaluation and be ready to discuss it. Ask your advisor to sign and date the evaluation on the last page.**
- Use a scanner to scan the annotated/signed CAPP form and email it to yourself. (If you do not have access to a scanner, they are available in the library for students' use. Many cell phones have free scanner apps as well) Then, please save the file as a .pdf using the following naming convention:  
your last name\_your first name\_Dispositions  
example: Glusco\_Amy\_Dispositions

**3. Submission of a completed online “Student Teaching Application” including a scanned copy of the evaluated and approved CAPP and Professional and Personal Dispositions document.**

- Before submitting, be certain you have completed Steps #1 & 2 explained in this document. Both .pdf files will need to be ready on your computer.
- To access the *Student Teaching Application*:
  - Go to [www.ycp.edu/field-services](http://www.ycp.edu/field-services)
  - Scroll down and click on “Student Teaching”
  - Select “Applying for Student Teaching”
  - Click on “Student Teaching Application” (make sure it is for the correct semester for which you are applying)
  - When completing the application, please be accurate and attend to spelling. Some of the information may be sent to school districts when requesting placement, as well as to Student Teaching College Supervisors.
  - Don’t forget to read the acknowledgements at the end of the application, sign-off electronically, and hit the submit button prior to closing your browser.

**After steps #1-3 are complete: you have finished the application process! Hooray!**

- If, after you have applied,...
  - your GPA drops below a 3.0, you did not meet a minimum grade for a required course, or your coursework becomes off track, YOU MUST CONTACT YOUR ADVISOR IMMEDIATELY so that they can consult with the Field Services Coordinator.
  - any of your actions result in offenses that are notable on any of the 3 required clearances, YOU MUST CONTACT THE CHAIR OF THE EDUCATION DEPARTMENT IMMEDIATELY. You will be ineligible to student teach.
  - your address/phone number changes, YOU MUST CONTACT THE COORDINATOR OF FIELD SERVICES IMMEDIATELY.

***You are one step closer to following your dream!***