Instructions to Apply for Student Teaching

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 for Fall Student Teaching or March 1 for Spring Student Teaching.

*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 or Alternate Program* 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)

*If an alternate program is planned, you must consult with your advisor prior to completing any other student teaching paperwork/application. There is a different application for the alternate program. Students wishing to complete an alternate program are responsible for securing their own placement. Completing an alternate program will not qualify you for state teaching certification.

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

1. Submission of the online “Student Teaching Application”
2. Execution of a CAPP Evaluation with annotations

Directions for each of the above processes follow.

1. **Submission of the Online “Student Teaching Application”**
   - To access the Student Teaching online application, go to this web address:
     [www.ycp.edu/field-services](http://www.ycp.edu/field-services)
• The application is only available/visible online during the application window.
• Click on the words “Student Teaching” (about half-way down the page).
• Under “Information and Forms,” click on the link for “Student Teaching Application” (the semester/year is also noted).
• Complete the entire online application.
• 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 Student Teaching College Supervisors.
• Prior to submitting the online application, it is suggested that you click the box that reads, “Send me a copy of my responses” so that you have record of what you submitted. If you do not do this, there is no way that you can get a copy of the completed form once it is submitted.
• 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.

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

• You are responsible for completing a CAPP Degree Evaluation. 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.
• Examine the information on the CAPP carefully. On the left side, you will see a “YES” or “NO” for each 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 make an appointment 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. If you had to meet with your advisor to get discrepancies taken care of, remember to have your advisor make notes on the CAPP and sign it as well.

- 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). Then, please save the file using the following naming convention: your last name_your first name_CAPP
  
  example: Glusco_Amy_CAPP

**Submission of the Above 2 Requirements:**

(Both parts of the application requirements are due by 3:30 p.m. on October 1 for Fall Student Teaching or March 1 for Spring Student Teaching)

- Online Student Teaching Application (#1 above):
  o This application will be submitted as soon as you complete it in its entirety and click on the “Submit” button.
  o Remember to click on “Send me a copy of my responses” so that you have record of what you submitted. If you do not do this, there is no way that can get a copy of the completed form once it is submitted.

- CAPP Degree Evaluation (#2 above):
  o Be sure you scanned and emailed the CAPP Degree Evaluation to yourself and saved it using the proper naming convention.
Email the saved CAPP Degree Evaluation (with notations) to Prof. Amy Glusco at the following email address by the due date: aglusco@ycp.edu

- Save copies of both parts of the process (online application and CAPP Degree Evaluation) for your records.

**Additional Information Regarding Student Teaching**

- Additional requirements are due by the semester prior to student teaching. These are not needed at the time of application, but must be on file the semester prior to student teaching (if student teaching in the fall, these are due in the beginning of May; if student teaching in the spring, these are due in the beginning of December). For future reference, these requirements are as follows:
  - Documentation of 150 hours of field experience (field experience forms must be on file in the Department of Education Office, LS134)
  - 3 Clearances and TB Test Results, valid for the start of student teaching (clearances showing no record and TB results showing a negative result must be on file in the Department of Education Office, LS134)
  - A 3.0 cumulative GPA

- In addition to registering for “Student Teaching,” Student Teachers will also register for other classes as part of their professional semester (for a total of 13 credits). No other course work may be taken during the Student Teaching semester.

- All eligible student teachers will be contacted the semester prior to student teaching to attend a mandatory Student Teaching Preparation Meeting, where much information will be provided.

- An additional Student Teaching Fee will be added to tuition cost (approximately $240) to defray costs incurred by the college, such as: compensation of host schools, payment to college supervisors, etc.

- Student Teachers may be placed up to 55 miles from their residence during student teaching. Other than requests for Burke County, Student Teachers may not choose or arrange their own placement.

- Student teachers will be required to follow the York College of Pennsylvania calendar for the beginning and ending dates of the semester. However, Student Teachers will follow the calendar of their assigned district placement for any dates between their beginning and ending dates (inservice days, holidays, etc.). If a student chooses to start student teaching prior to the college’s required date, that is optional and at the discretion/agreement of the Student Teacher and the Cooperating Teacher.
• Student Teachers will follow the hours of their Cooperating Teachers/assigned district.

• Student Teachers are required to initiate contact with their Cooperating Teacher and College Supervisor prior to officially beginning student teaching. At least one visit to the Cooperating Teacher’s classroom prior to the student teaching beginning date is advised.

• Extracurricular activities, coaching, and/or employment should be limited during student teaching. If Student Teachers still choose to engage in such supplemental activities, they may not interfere with student teaching obligations.

• It is advised, but not required, that Student Teachers obtain health insurance. It is each student’s responsibility to procure his/her own health insurance.

• If at any time after submitting clean clearances or after submitting the student teaching application, a student receives a violation resulting in a record that would normally show on a clearance, the student must immediately notify the Chairperson of the Department of Education. Be aware, that such an infraction will likely result in being removed from student teaching.

• College faculty/administration reserves the right to remove a college student from a student teaching placement if a student teacher’s actions or practices are not conducive to the education and/or welfare of the students in the school where the Student Teacher is placed.

• Moral, ethical, and professional behavior is required for the departmental signature on the Pennsylvania Teaching Credential Application, or for any other state's application. In addition, the state of Pennsylvania prohibits teaching certification for instances of illegal use of alcohol or drugs. The Chairperson of the Department of Education reserves the right to withhold final approval if a certification candidate has questionable moral, ethical, or professional behavior.