

**Appalachian State University
Reich College of Education
Office of Field Experiences**

Student Teaching Application

Instruction for Completion

The Student Teaching Application must be submitted online.

The web page address is: <https://secure.rcoe.appstate.edu/stapplication/>. You can also reach it from the drop-down quicklink box on the Reich College of Education home page. Instructions for submitting the application online are on the application page. The College of Education is notified via email when your application is submitted, so you don't need to bring a copy by, but you should keep one for yourself. We will send you an email confirming the receipt of your application. Please note that this email will contain important dates for upcoming student teaching meetings.

Application Due Dates:

- ❖ For Fall semester - by **November 1** of the preceding fall semester.
- ❖ For Spring semester - by **April 1** of the preceding spring semester.

The application will be reviewed by the principal and the cooperating teacher to determine your placement in their school. Therefore, it is imperative that the application be neat in appearance and professional in content. Please respond to each question appropriately and use proper spelling and grammar. Unacceptable applications may be returned for revision and the placement may be delayed.

General Information:

1. Placements for student teaching are made through the Office of Field Experiences in partnership with school districts. At a later date you will have an appointment with the placement area coordinator to discuss your individual needs and requests.
2. It is the policy of the College of Education to place you in a school other than the ones you have attended to provide you the opportunity to have a more diverse student teaching experience.
3. Do not plan to student teach in a school where a close relative is a teacher or administrator.
4. **Requests for out-of-area and out-of-state** placements must be made **one year in advance**, submitted in writing, and approved by the Assistant Dean. An additional application for out-of-area student teaching is required and is available in Office of Field Experiences, 404F, College of Education.
5. Do not attempt to make your own placement! Do not contact a university supervisor, school, principal, or teacher about a placement with them. Placements made by students or persons outside the Office of Field Experiences will not be honored.

Questions? Please contact the Office of Field Experiences (262-2252)

All variances from the above policies and procedures must be approved by Dr. Robin Groce, Assistant Dean.