

Registering for Student Teaching

The following documents are due no later than December 15th for winter student teachers and August 15th for fall student teachers. Submit documents by email to Charlene Chambers at cfordcha@emich.edu. Department permission to register for student teaching will be given once all documents are on file.

Document	Where to get documentation	What you need to turn in
Evaluation of Professional Behaviors	<ul style="list-style-type: none"> • In Via • Elementary: completed in RDNG 310. • Secondary/K-12: completed in your main methods class. <p>ECE and Special Education majors will ask their faculty members in their major</p>	<p>A printout or PDF of your evaluation from your Via account after your instructor has evaluated you.</p> <p>Be sure shading and complete evaluation prints out.</p>
Proof of 100 hours of Pre-Student Teaching (50 of which must be observation in your student teaching subject)	<p>Depends on program (Most majors: Pre-student Teaching Verification form at www.emich.edu/coe/forms/pst-fe-form.pdf)</p> <p>Special Education: Orange card</p> <p>Physical Education: portfolio signed by advisor</p> <ul style="list-style-type: none"> • Music Education: workbook signed by advisor 	<p>One of:</p> <p>All majors except those listed below: -Pre-student teaching verification form</p> <p>Special Education Majors: -Orange Card</p> <p>Physical education and music education majors: -Signed documentation of completion from your faculty advisor in your major.</p>
Criminal Background Check	<p>www.michigan.gov/ichat</p> <p>Costs \$10.00, by credit card (subject to change)</p>	<p>Print-out or PDF of the criminal background “Search Results Detail” from www.michigan.gov/ichat</p> <p>Results are valid for a year.</p> <p>The school where you are placed may also require an FBI fingerprint check. This does not need to be submitted to EMU.</p>