

## OUT-OF-STATE STUDENT TEACHING REQUIREMENTS

Students may apply to student teach out-of-state if they meet the additional requirements. The Licensure and Assessment Manager and Director of Field Experiences will review the application for eligibility to teach out-of-state.

### MINIMUM REQUIREMENTS FOR OUT-OF-STATE STUDENT TEACHING

Due to the challenges of providing supplementary supervision and support for distance placements, students must meet rigorous standards prior to approval for out-of-state student teaching. Minimum requirements include the following.

- GPA:** Students seeking an out-of-state placement must hold a major GPA of 3.0 and a cumulative GPA of 3.0 or greater.
- Field Experiences:** Positive evaluations from previous field experiences are a prerequisite for distance student teaching placements.
- Two Recommendations:** The student must have two recommendations for out-of-state student teaching. One must be from a cooperating teacher. The second can be completed by an instructor in the Department of Teaching and Learning. Successful applicants should have scores of 3 or higher in thirteen of the sixteen Assessment Predictors. Recommendation forms are included at the end of this packet.

### PREPARING THE APPLICATION

All Student Teaching Applications are due September 10<sup>th</sup> for candidates seeking SPRING SEMESTER placements, and February 10<sup>th</sup> for candidates seeking a student teaching placement during AUTUMN SEMESTER. ***Please note that if the deadline falls on a weekend or UM holiday, applications are due the next UM business day.***

In addition to the regular application materials, out-of-state candidates must include the following items in the Student Teaching Application.

- Two Completed Recommendations:** Submit the completed recommendations with your application.
- Web Search:** Include the results of a web search in the application with the following information.
  - School Names The names of three schools (if applicable) in your chosen area that meet your student teaching needs (e.g., high schools, middle schools or junior highs, elementary schools in areas near your housing arrangement). Rank these schools from first choice to third choice.
  - School Contact Information For each school, include the school web site address, and the administrator's name, mailing address, phone, e-mail address.
  - School District Student Teaching Requirements Complete a search for "student teaching" information on the main School District web page for each school on your list. Typically, this information will be included under the Human Resources link on the district web page. Create a list of requirements (if any) and include these in your application.

## PREPARING FOR THE OUT-OF-STATE PLACEMENT

Once the Student Teaching Application has been approved, students will have additional requirements that will be unique to each state and school district. These requirements are described below.

- **Background Check:** ALL students seeking placements outside Montana must complete an additional background check in their selected state. Review the state's Office of Public Instruction or Board of Education webpage to seek information about state requirements and processes for background checks. Please note: DO NOT complete a background check in the state you are applying to student teach until you have received an announcement confirmation of your placement.
- **Payment Agreement:** (If additional fees are required in the selected state/school district.) At the time of placement confirmation, our office will be notified of the regional fees for cooperating teachers and university supervisors. The \$250 stipend rate for cooperating teachers and university supervisors are mandated by the state of Montana. Stipends for university supervisors are often higher out-of-state/internationally and the teacher candidate is responsible for the amount above the Montana State mandated rate of \$250 (for a 16-week placement). When relevant, the teacher candidate will complete a payment plan for reimbursing the University. Absolute last payment due dates are the last Friday in September for fall semester or the last Friday in February for spring semester.
- Additional Requirements Some school districts and/or states will have additional requirements for student teaching applicants. These may include subject area or professional knowledge exams, health and fitness statements, or a district level application.

The teacher candidate is responsible for meeting additional student teaching requirements in their selected state/school district. While the Director of Field Experiences will provide guidance, it is expected that the candidate will initiate efforts to become familiar with and meet student teaching requirements for their requested out-of-state placement.

## PLACEMENT LIMITATIONS

- Out-of-state placements cannot be guaranteed. While the Office of Field Experiences will make every effort to identify a suitable placement in the location requested, local policies and/or availability contingent upon area college/university placements may prevent a UM student placement.
- Teacher candidates requesting to student teach in California must have completed an undergraduate degree to be considered for a student teaching placement.

## WHAT HAPPENS AFTER I RECEIVE MY OUT-OF-STATE ASSIGNMENT?

- Attend a student teaching orientation seminar via Zoom at the beginning of the semester.
- Touch base with your Applied Research and Reflective Practice Project Instructor before you leave campus. Establish the process and timeline for submitting your final project. (Do not contact the Office of Field Experiences with questions about your project. Individual advisors will have unique preferences and instructions that this office cannot provide).
- If possible, begin to correspond with your cooperating teacher via e-mail.
- Plan to access Moodle by the beginning of student teaching for announcements. Check in periodically to stay informed. Required assignments for Seminars 2-4 will be available on Moodle the week after they are scheduled to meet on campus.

## Recommendation for an Out-of-State or International Student Teaching Assignment

**Directions:** Teacher candidates asking to student teach outside of Montana are required to provide two recommendations at the time of application. These recommendations may be completed by a Teaching and Learning course instructor, or a cooperating teacher. The original, signed copy can either be submitted *with* the student teaching application *or* sent directly to Teacher Education Services by the cooperating teacher/instructor.

**Teacher Candidate Applicant:** \_\_\_\_\_ **Major:** \_\_\_\_\_

**Student Teaching Semester:** \_\_\_\_\_ **Requested Distance Location** \_\_\_\_\_

*Use the scale below to provide your current assessment of this candidate's readiness for student teaching. Your assessment will help determine approval for a student teaching assignment outside of Montana.*

Assessment Predictors:	Competent		Less Competent	
	4	3	2	1
Demonstrates knowledge of subject matter				
<b>Professional Characteristics:</b>				
Attends class consistently				
Punctual and prepared for class meetings				
Organizes and completes assignments on time				
Maintains a professional appearance				
Open and responds to constructive criticism				
Reflects on teaching practice to improve performance				
<b>Communication Skills:</b>				
Communicates enthusiasm for learning and teaching				
Speaks clearly with appropriate voice inflection				
Uses correct English (oral and written)				
<b>Interpersonal Skills:</b>				
Demonstrates the ability to establish a positive rapport with others				
Works cooperatively in group work				
Displays a positive attitude				
Sensitive to community/cultural expectations				
Has the ability to solve problems				
<b>Personal Health:</b>				
Appears to have the energy/stamina for the demands of teaching				

**Comments:** What strengths and weaknesses do you predict for this candidate's beginning success as a teacher? (Use the reverse side for additional comments if needed.)

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Phone No:** \_\_\_\_\_



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