

# Student Teaching Packet

Robert Morris University

Department of Elementary Education



Please complete all parts of this packet and return it, along with all required documentation, to the person listed at the top of the sheet *according to the due dates listed below*. Failure to complete and submit all parts by the due date will result in the delay of your packet being processed. You will not be permitted to begin the Fall Professional Block (ELED 4030, 4040, 4050, 4060 & 4061) until you submit this packet, along with all the proper documentation.

PART I: Request for Student Teaching Assignment  
(due March 1<sup>st</sup> prior to the semester in which ELED 4060/4061 is taken)

PART II: Student Resume  
(due March 1<sup>st</sup> prior to the semester in which ELED 4060/4061 is taken)

PART III: Application for Admission to the Professional Year  
(due March 1<sup>st</sup> prior to the semester in which ELED 4060/4061 is taken)

**NOTE:** Because your Student Resume will be shared with the school district in which you will be placed, it is very important that it is prepared professionally, is error-free and neatly done.

Rev. 2/09



**Part I: Request for Student Teaching Assignment  
Department of Elementary Education**

*(to be submitted to the Field Experience and Certification Manager no later than March 1 prior to the semester in which you plan to take ELED 4060/4061)*

NAME \_\_\_\_\_ DATE \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

CURRENT PHONE (\_\_\_\_) \_\_\_\_\_ CELL PHONE(\_\_\_\_) \_\_\_\_\_

WORK PHONE(\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

HIGH SCHOOL ATTENDED: \_\_\_\_\_ YEAR OF GRADUATION \_\_\_\_\_  
(Per RMU policy and many school district policies, students are not permitted to student teach at their alma mater unless they graduated more than 10 years ago.)

In the Fall \_\_\_\_\_ semester, I plan to take

- ELED 4060  
 ELED 4061

Semester/Year in which you plan to student teach:

- Fall  
 Spring Year \_\_\_\_\_

Notes: \_\_\_\_\_

**FIRST CHOICE**

**SECOND CHOICE**

**THIRD CHOICE**

\_\_\_\_\_  
School District

\_\_\_\_\_  
School District

\_\_\_\_\_  
School District

\_\_\_\_\_  
Preferred School

\_\_\_\_\_  
Preferred School

\_\_\_\_\_  
Preferred School

\_\_\_\_\_  
Preferred Grade Level

\_\_\_\_\_  
Preferred Grade Level

\_\_\_\_\_  
Preferred Grade Level

**ALL CHOICES SHOULD COME FROM THE LIST OF SCHOOL DISTRICTS PARTICIPATING IN THE STUDENT TEACHING COLLABORATIVE.**

While every effort will be made to accommodate your request, there are no guarantees.

## Part II: Student Resume

(to be submitted to the Field Experience and Certification Manager by March 1<sup>st</sup> prior to the semester in which ELED 4060/4061 is taken)

You will need to write and submit a student resume which the Field Experience Office will send to the school district in which you will be placed. We have a Resume Writing Tip Sheet available on our website ([www.rmu.edu/careercenter](http://www.rmu.edu/careercenter) > Students > Resources > Tip Sheets > Resume Writing). If you click on "Resume Writing" and then "Resume Writing Tip Sheet" you will see that the lengthy hard copy handout is broken down on the Internet with links for specific sections. Below is a sample student resume from the Career Center.

### Iwana B. Ateacher

6001 Technology Drive ♦ Center, PA 15108 ♦ 412.123.4567 ♦ teacher2be@yahoo.com

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- OBJECTIVE** Family and Consumer Sciences or Business/Computer Sciences Teacher
- CERTIFICATIONS**     ▪ PA Instructional 1 Certification: Elementary Education K-6, Expected April 2005
- EDUCATION**        Robert Morris University, Moon Township, PA
- Post Baccalaureate, April 2005
  - GPA: 3.92
- Indiana University of Pennsylvania,
- Bachelor of Science, December 1999
  - Major: Small Business Management/Entrepreneurship
- SKILLS**            **Business:** Academic training in instructing Keyboarding, Business, Multi-Media, Accounting, and all programs in the Micro-Soft Suite, including PowerPoint, FrontPage, Access & Publisher
- Computer:** Windows 2003, Microsoft Office Suite, JAVA, HTML, Quick Books Pro 2005, Micro Type
- TEACHING & RELATED EXPERIENCE**        Student Teacher, Plum Area Senior High, Pittsburgh, PA  
February 2005-April 2005
- Created lessons that utilized differentiation
  - Planned and conducted lessons for two preparations consisting of students in 3rd grade classes ranging in size from 17 to 30 students
- Ski Instructor, Seven Springs Mountain Resort, Champion, PA  
November 1993-1998
- Developed several methods for teaching skiing to children and young adults, ages two to seventeen

<b>EXTRA CURRICULAR ACTIVITIES</b>	<u>Plum Area Senior High, Pittsburgh, PA</u> <ul style="list-style-type: none"><li>▪ Designed and created 25 pages for the musical program</li><li>▪ Worked on layout and design of an issue of the high school newspaper</li><li>▪ Chaperoned Ski Club</li><li>▪ Served as an active Member of the Discipline Committee</li><li>▪ Assisted the sponsor of the Tea and Cuisine Clubs</li><li>▪ Chaperoned a weekend trip to New York City museums</li></ul>
<b>BUSINESS EXPERIENCE</b>	<u>Operations Manager, Lingrow, LLC, Apollo, PA</u> April 2003-Present <ul style="list-style-type: none"><li>▪ Estimated, designed, and sold landscapes (residential/commercial)</li><li>▪ Handled all accounting and management functions: accounts payable/receivable, payroll taxes, and analysis of financials</li><li>▪ Hired and fired personnel</li><li>▪ Met sales goals of \$150k in 2003</li><li>▪ Surpassed sales goals of \$150k to \$175k in 2004</li><li>▪ Reduced overhead by 18%</li></ul> <u>Operations Manager, MSI Corporation, Vandergrift, PA</u> August 2000-April 2003 <ul style="list-style-type: none"><li>▪ Trained new and experienced users on various computer applications</li><li>▪ Managed accounting functions and analysis of financials</li><li>▪ Hired and fired personnel</li><li>▪ Negotiated, set-up and maintained employee benefits</li><li>▪ Managed workers' compensation claims</li><li>▪ Negotiating credit, utility, and insurance services</li><li>▪ Reduced Unemployment Compensation rate by 2.17%</li><li>▪ Initiated and implemented a 20% price increase to all heat treat customers; representative of \$113k in 2001 sales</li><li>▪ Certified the Safety Committee in conjunction with the Department of Labor and Industry; which reduced workers Compensation insurance premium by 5%</li><li>▪ Reduced indirect costs by 7% in 2001</li></ul>
<b>PROFESSIONAL AFFILIATIONS</b>	S-PSEA International Reading Association
<b>VOLUNTEER WORK</b>	<u>Penn State Master Gardener, 2002-2004</u> <ul style="list-style-type: none"><li>▪ Dedicated to volunteering time to educate the public in horticulture</li></ul> <u>Philanthropist, Alpha Sigma Alpha (social organization)</u>

**Robert Morris University**  
**Elementary Education Department**  
**Application for Admission to the Professional Year**

(to be submitted to the Field Experience and Certification Manager by March 1<sup>st</sup> prior to the semester in which ELED 4060/4061)

Name \_\_\_\_\_ RMU ID# \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

E-mail (RMU) \_\_\_\_\_

Semester/Year in which you plan to student teach: \_\_\_\_\_

**You will not be permitted to register for the Fall Professional Block (ELED 4030, 4040, 4050, 4060 & 4061) until you submit this form, along with all the proper documentation.**

\_\_\_ 1. Admission to candidacy status in an education program at RMU

Have you been admitted to candidacy status in education at RMU?\* \_\_Yes \_\_No\*  
(\*If not, you must submit the Candidacy Status application with all required documentation immediately)

\_\_\_ 2. A minimum cumulative grade point average of 3.0

Your cumulative grade point average: \_\_\_\_\_ (attach recent checksheet)

\_\_\_ 3. Passing scores on all three PRAXIS I exams (Math, Writing & Reading)  
(attach a copy of scores from ETS)

\_\_\_ 4. Current Clearances: Act 33/151, Act 34, and Act 114 (FBI) (attach copies)

\_\_\_ 5. TB Test (attach results)

\_\_\_ 6. Membership in S-PSEA (attach membership verification)

\_\_\_7. Completion of all required education courses and designated required courses in the content area and all required field experiences.

	Completed	In Progress
EDUC 2000 Schools and Society	_____	_____
EDUC 2100 Educ. Psychology	_____	_____
ELED 1000 Tech Lit. for Educ.	_____	_____
ELED 2000 Elec. Media for Teach.	_____	_____
ELED 3010 Sp. Needs in ELED	_____	_____
EDUC 3025 Inst Des/Class Mang.	_____	_____
ELED 3050 Ed. Assessment	_____	_____
ELED 3350 Content Area Read.	_____	_____
ELED 4010 Reading Methods	_____	_____
ELED 4020 Lang. Arts Methods	_____	_____

List any courses you plan to take during/after student teaching:

\*do not include ELED 4210 Student Teaching Seminar

Have you completed all required field experiences for courses completed and filed the necessary documentation with the Field Experience and Certification Manager?

\_\_\_\_\_ Yes \_\_\_\_\_ No

**Important:**

Candidates must continue to maintain eligibility even after they have been tentatively approved for registration in the Professional Year. Candidates who do not meet the eligibility criteria for the Professional Year will be removed from the class rosters and not permitted to re-enroll until all eligibility criteria have again been met.

Approved:

\_\_\_\_\_  
Elementary Education Department Head

\_\_\_\_\_  
Date