

Graduate Student Teaching Application Instructions:

Before you can apply for your field placement, you must submit and successfully complete the following requirements:

1. PPST Praxis I tests in Reading, Writing, and Math (send scores to Drexel's code #2194 and fax a copy for your file to 215-895-5879).
2. Successfully complete (at a minimum) EDUC 520 and either EDUC 523 or EDUC 526 with a grade of a "B" or higher.

However, to have the best experience possible, we generally advise students to complete the core pedagogy and content courses prior to beginning the Graduate Student Teaching.

Please be advised that if you receive a **B- or lower in any core pedagogy course, you will need to retake the course and receive an acceptable grade prior to applying for your field placement and certification.**

3. Submit all clearances required for your School District/State (i.e., PA requires: Child abuse, Criminal Background Check, FBI, and TB if applicable) Go to SoE's Forms Page for application and instructions for each clearance.
<http://www.drexel.edu/academics/soe/front/forms.html>
4. Current résumé
5. Introductory Letter
6. Letter of Recommendation from Drexel SoE Professor

You may email the supplemental field Placement application requirements to the School of Education's Field Placement Office at stuteach@drexel.edu and /or your Advisor, or fax us your materials to 215-895-5879.

The Field Placement Office will begin the placement request after receiving your completed application and all requirements listed above. The School of Education's Field Placement Office will contact your preferred school district and secure a Field Placement on your behalf and will email you the confirmation of your placement. Please don't attempt to contact the school directly until after your placement is confirmed by the School of Education.

Since the field placement process is lengthy, it is in your best interest to apply and submit all requirements **prior** to the deadline. (See table below)

TERM	Fall Quarter	Winter Quarter	Spring Quarter
Deadline	February 15	May 1	September 30
International Deadline	January 1	April 1	N/A

To apply for your field placement:

1. Go to <http://www.drexel.edu/academics/soe/front/forms.html>
2. Click on "Field Placement Form"
3. Read all information and begin collecting all requirements listed
4. Scroll to the bottom of the page, click on "Go to Field Placement Form" this will bring you to another website.
5. Read through the entire website by clicking on each tab. The last tab "Certification" includes a quiz and the placement form
6. You must take the quiz prior to completing the placement form.
7. Once you completed the quiz, fill out the placement form (including the contact information for your first choice School and Principal) and press submit button
8. Send all other requirements listed above to your Graduate Advisor.

Once your field placement has been secured, the Field Placement Office will inform you via a confirmation email providing the details of your placement including the name of your cooperating teacher and the preferred starting date. At that time, you must read the Student Teaching Handbook located on the School of Education's "Forms" page, attend the orientation webinar, and make the initial contact with your cooperating teacher.

Please note: you must plan on being at the school for 12 weeks (teaching full-time) to meet the Student Teaching time requirements. Half days won't count as full days. If you miss days due to sickness, vacation, school closing, etc., you must make up the days at the end of the placement.

If you have any questions regarding your placement or student teaching, please contact the Field Placement Office at 215-895-1034 or stuteach@drexel.edu or contact your Graduate Advisor.

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