Procedures for Applying to Student Teach Off-cycle

1. The off-cycle student teacher should work with the director of his/her licensure program as soon as he/she is aware of the potential need to student teach off-cycle.

2. The director will communicate this information to the Education Department Chair at this time.

3. The off-cycle student teacher will complete and submit the Petition to Student Teach Off-cycle form by April 1 as well as the appropriate Application for Student Teaching.

4. If it has been more than a year since the student teacher completed his/her methods courses, the Education Department Chair will schedule an Off-cycle Admission Interview. The appropriate licensure program director and the Education Department Chair will conduct the interview. The interview will focus on content addressed in methods courses: lesson planning, individual differences, creating curricular units, etc.

5. The Education Department Chair will bring the petition forward for an admission discussion at the next Department meeting.

6. If the off-cycle student teacher is admitted, then the student teacher will meet with the director of his/her licensure program to plan his/her student teaching experience. If the off-cycle student teacher is not admitted, he/she will receive a feedback letter with a suggested course of action.

Criteria for admission to off-cycle student teaching:

- “Fully Admitted” to relevant licensure program (requires GPA check, review of Field Experience Evaluations)
- Completion of all coursework for licensure and graduation prior to student teaching (requires transcript check). Candidates in AYA/MA program need to complete EDUC 377: Teaching Workshop in the spring prior to their fall student teaching experience. Candidates in EC and MC need to complete Corrective Reading in the fall semester prior to their fall student teaching experience.
- Completed Petition to Student Teach Off-cycle form submitted to the Education Unit Chair by April 1.
- Completed Application for Student Teaching form.
- If necessary, Off-cycle Admission Interview will be completed (No more than 1 response rated “adequate,” no responses rated “unsatisfactory.”)
Preparing Competent, Committed, Professional Teachers for a Diverse, Democratic Society

Ohio Wesleyan University
Teacher Education Unit

Petition to Student Teach Off-Cycle

Date of Petition: __________________________

Directions:
1. Please attach a copy of your current transcript.
2. Please complete the form and obtain the necessary signatures
3. Turn in completed form and transcripts to Education Department Chair

Student Teacher’s Name: ___________________________________________  ID# __________________

Requesting permission to student teach (Semester Year): ________________________________

Requesting permission to student teach at OWU or another Institution: (If other institution, please indicate the Institution):

____________________________________________________________________________________

Reason for student teaching off-cycle: ___________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Signatures Supporting this Request:

▪ Adolescent to Young Adult (AYA) and Multi-age (MA) Signature of Department Chair in content area major: ___________________________________________ Date: ________________

▪ AYA/MA – Director of Licensure Program: __________________________ Date: ________________

▪ EC – Director of Licensure Program: _______________________________ Date: ________________

▪ MC – Director of Licensure Program: ______________________________ Date: ________________

Criteria: (For Education Department Only)

_____ Transcript Attached   _____ Educ GPA     _____ Content Area GPA

_____ Full Admittance into Licensure Program

_____ Completion: All licensure coursework   _____ Completion: All University Coursework

_____ Passed: OAE Pedagogy Exam   _____ Passed: OAE Content Exam 1/ACTFL-OPI    _____ Passed: OAE Content Exam 2/ACTFL-WPT

_____ Successful Completion: Student Teaching Admission Interview

Final Decision:

☐ Approved   ☐ Not Approved

Education Department Chair Signature: ____________________________________________