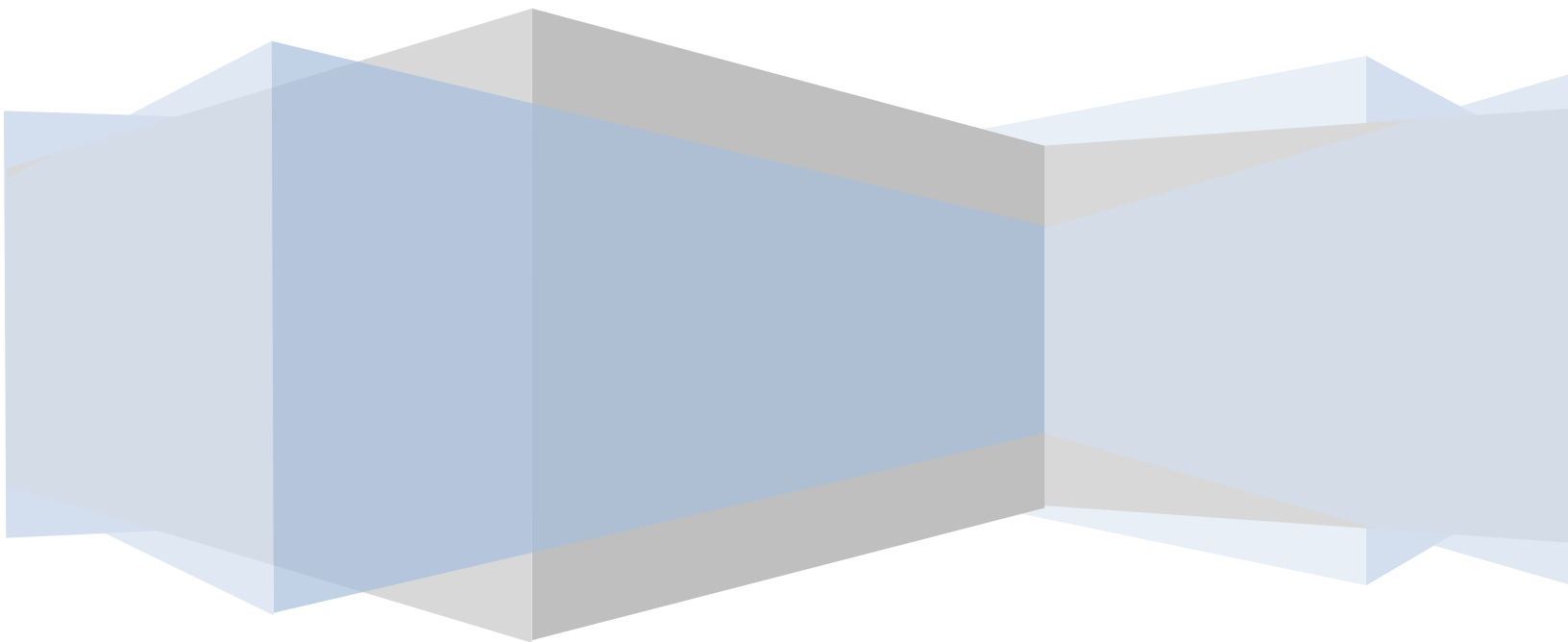


Wilmington University

Student Teaching

Web Application Review

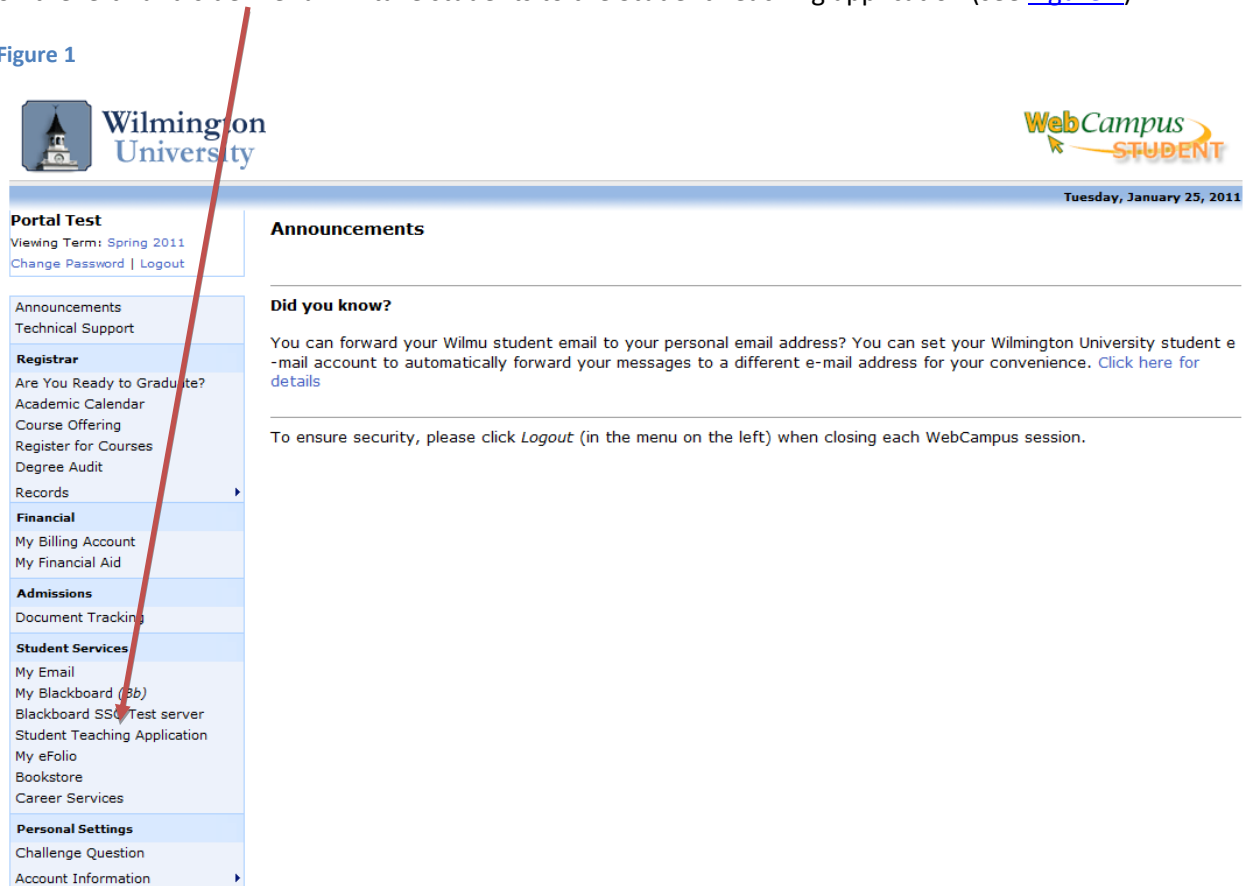
Administrative Systems Team



The purpose of this document is to familiarize Wilmington University staff and faculty members with the new Student Teaching application. The application is online and this document summarizes all steps in the application process the student would encounter.

This application is currently available on the web for all eligible Wilmington University students that are enrolled in specific teacher preparation programs. Access to the Student Teaching application is currently through WebCampus. [Figure 1](#) displays the login page that students see once they enter their WebCampus account at <https://webcampus.wilmu.edu>. Clicking on Student Teaching Application link on the left hand side menu will take students to the Student Teaching application (see [Figure 2](#)).

Figure 1



Once the applications opens, a series of menu items will be seen on the left hand side. For example, from the menu students can start the application process or they can download and print out the Child Protection Registry Form. **Please Note:** All required attachments need to be completed and signed before the application can be submitted.

Figure 2

The screenshot shows the Wilmington University WebCampus Student portal. The left-hand navigation menu is highlighted with a red box and contains the following items: Student Teaching, Application Requirements, Start/Resume Application, Concurrent Placement Form, Child Protection Registry Form, and Exit. A red arrow points from the 'Start/Resume Application' link to the main content area.

Student Teaching Requirements

Note: Do not submit this application without attaching all pages of passing Praxis I and Praxis II score reports. A Criminal Background Check is required for student teaching. When presenting yourself to the state police, identify yourself as a student teacher to receive the lower rate. The results of the Criminal Background Check will be mailed to your home. **DO NOT OPEN THE ENVELOPE** as you must bring the sealed envelope to the nearest Clinical Studies Office. Please check the Clinical Studies website (<http://www.wilmu.edu/education/clinicalstudies>) for updates and additional information.

APPLICATION DEADLINES: March 1 for Fall Semester and October 1 for Spring Semester

CHECKLIST – Below is a list of items required for your student teaching application. **All items listed must be completed prior to submitting your application. Incomplete applications will not be processed.**

- This application requires several attachments. These attachments must be scanned and then uploaded from your flash drive. Scanners are available at most WilmU sites and at commercial print shops (e.g. Kinkos). Documents must be scanned into a JPEG, PDF or GIF format.

Item
Name
Address
Phone Number
University ID#
Email Address
Student Teaching Program indicated
Content area major/concentration indicated
Prerequisites completed checked
Plan for pending prerequisites provided
Complete Praxis I ETS score report attached
Complete Praxis II ETS score report attached
Child Protection Registry Form completed
Sealed Criminal Background Check delivered
Release of Information Form completed
TB test results form completed
*Health form completed
**Concurrent Placement Form

*TB test results and health reports are valid for 1 year. If a medical appointment is scheduled you may still submit your student teaching application. However, all results are due prior to the start of student teaching.
 **Students applying for a Concurrent Placement must also complete the Concurrent Placement Form which can be printed from this application.

If you meet the requirements listed above you may begin the application process by clicking the "Start/Resume Application" link that is located on the left side of this page.

To begin, students are presented with a checklist that provides the application requirements. Once all items on the checklist (see [Figure 2](#)) have been collected, the student begins the application process by clicking on the Start/Resume Application link. Applicants have an option to stop the application process at any step, and resume it later by clicking on the same link. To demonstrate the sequence of the application, the next few pages allow you to view information required for Steps 1 – 9 on the application.

Start Page (Background Information)

Step 1



Wilmington University



Student Teaching

- Application Requirements
- Start/Resume Application
- Concurrent Placement Form
- Child Protection Registry Form
- Exit

Student Teaching Application

Step 1: Background

- * Have you ever been convicted of manufacture, delivery or possession or intent to deliver a controlled substance or a counterfeit controlled substance in this state or any other jurisdiction?
 Yes No
- * Have you ever been convicted of any felony in this state or any other jurisdiction?
 Yes No
- * Have you ever been convicted of a crime against a child in this state or another jurisdiction?
 Yes No
- * Have you ever been convicted of a crime of abuse or violence against a child or adult in this state or any other jurisdiction?
 Yes No
- * Have you ever been convicted of a crime involving an illegal substance in this state or any other jurisdiction? Note: This includes underage consumption and/or possession of alcohol under the legal age.
 Yes No
- * Are you or have you ever been listed on the Delaware Child Protection Registry or a similar registry in any other state?
 Yes No

If you have answered yes to any of these three questions, please schedule a meeting with the Coordinator of Clinical Studies before submitting your application.

[Save and Continue >>](#)

[Exit](#)

[Technical Support](#)

- Click **Exit** if you want to exit the applicaiton without saving the information on this page and continue at a later time.

* Required field

If you have questions about the requirements for student teaching, please contact the College of Education at 302-356-6794.

Release of Information

Step 2



Wilmington University



Student Teaching

- Application Requirements
- Start/Resume Application
- Concurrent Placement Form
- Child Protection Registry Form
- Exit

Student Teaching Application

Step 1: Background

Step 2: Release of Information

Consent to Release of Information Criminal Background Check

I understand that I must submit to a Child Protection Registry check which will be requested by Wilmington University and that I must obtain a state and federal Criminal Background Check with fingerprinting by presenting myself to the Delaware State Bureau of Identification personnel at one of the State Police Troops responsible for processing such criminal background checks. I understand that I am responsible for all associated costs.

I understand that I have an affirmative duty to inform, and shall inform, Wilmington University of any criminal conviction in any state or of any entry on the Delaware Child Protection Registry or any similar registry in any state, including convictions or entries after the date of this consent form. Any such information, if applicable, will be explained below.

I hereby authorize the Wilmington University Assistant Chair, Clinical Studies, his or her designee, the Placement Officer, Administrative Coordinator, and/or the Appeal Officer (who will typically be the Provost or the Provost's designee) to receive, process and

If you anticipate a violation to appear on my CBC or the Child Protection Registry, please give details below:

* My signature below indicates that I agree to all the terms contained herein, and that I have fully and honestly explained any criminal or child abuse history.

Program:

Signature:
(type your full name)

Save and Continue >>

Exit

Technical Support

- Click **Exit** if you want to exit the application without saving the information on this page and continue at a later time.

* Required field

If you have questions about the requirements for student teaching, please contact the College of Education at 302-356-6794.

Step 3: Personal Data

Step 4: Work Experience

Step 5: Program

Step 6: Prerequisites

Step 7: Documents

Step 8: Submit

Step 9: Receipt

Personal Data

Step 3



Wilmington University



Student Teaching

- Application Requirements
- Start/Resume Application
- Concurrent Placement Form
- Child Protection Registry Form
- Exit

Student Teaching Application

Step 1: Background

Step 2: Release of Information

Step 3: Personal Data

First name: *

Middle name:

Last name: *

Previous name(s):

Address Line 1: *
Street Address, P.O. Box

Address Line 2:
Apartment, suite, unit, floor, etc.

City: *

State: *

Zipcode: *

Home Phone: *

Cell Phone:

Ethnicity (check yes or no): Hispanic/Latino of any race?
 Yes No Undisclosed

Race (select one):
 American Indian or Alaska Native Native Hawaiian/Other Pacific Islander
 Asian White (Caucasian)
 Black or African American Two or More Races

School placement sites for practica experiences * MSE-only one placement

Practicum 1:

Practicum 2:

Practicum 3:

[Save and Continue >>](#) [Exit](#) [Technical Support](#)

- Click **Exit** if you want to exit the application without saving the information on this page and continue at a later time.

** This information is required by the Higher Education Opportunity Act

* Required field

If you have questions about the requirements for student teaching, please contact the College of Education at 302-356-6794.

Work Experience

Step 4



Wilmington University



Student Teaching

- Application Requirements
- Start/Resume Application
- Concurrent Placement Form
- Child Protection Registry Form
- Exit

Student Teaching Application

Step 1: Background

Step 2: Release of Information

Step 3: Personal Data

Step 4: Work Experience

+ Add Work Experience

Employer	Type of Work	From	To	Exp. with Children	
Work Experience Details					
Employer:	<input type="text"/>				
From:	<input type="text"/>				
To:	<input type="text"/>				
Did this position involved working with children? (Check if yes)					
Exp. with Children:	<input type="checkbox"/>				
Type of Work:	<input type="text"/>				
				<input type="button" value="Insert"/>	<input type="button" value="Cancel"/>

No records to display.

- Save and Continue >>
- Exit
- Technical Support

- Click **Exit** if you want to exit the applicaiton without saving the information on this page and continue at a later time.
* Required field
If you have questions about the requirements for student teaching, please contact the College of Education at 302-356-6794.

Programs

Step 5



Wilmington University



Student Teaching

- Application Requirements
- Start/Resume Application
- Concurrent Placement Form
- Child Protection Registry Form
- Exit

Student Teaching Application

- Step 1: Background
- Step 2: Release of Information
- Step 3: Personal Data
- Step 4: Work Experience
- Step 5: Program**

Program:

Placement Preference: *

In what semester do you plan to student teach?

Term: *

List the school districts in which you would prefer to be assigned by priority.

District 1: State:

District 2: State:

District 3: State:

We will make every effort to place you in a school district of preference, however, preferences are not guaranteed. Please note that students are not placed in schools where members of their immediate families are employed.

[Save and Continue >>](#)

[Exit](#)

[Technical Support](#)

- Click **Exit** if you want to exit the application without saving the information on this page and continue at a later time.

* Required field

If you have questions about the requirements for student teaching, please contact the College of Education at 302-356-6794.

Course Prerequisite

Step 6



Wilmington University



Student Teaching

- Application Requirements
- Start/Resume Application
- Concurrent Placement Form
- Child Protection Registry Form
- Exit

Student Teaching Application

- Step 1: Background
- Step 2: Release of Information
- Step 3: Personal Data
- Step 4: Work Experience
- Step 5: Program
- Step 6: Prerequisites**

* Please verify that you have or will have completed all other courses except for the Assessment Course, prior to student teaching. Check the courses yet to complete and the semester that you plan to complete them.

<input checked="" type="checkbox"/>	MAS7601	Education of Diverse Populations & Except Child Middle & HS	Spring 2009
<input checked="" type="checkbox"/>	MAS7602	School in a Multicultural Society	Summer 2009
<input checked="" type="checkbox"/>	MAS7603	Strategies for Effective Teaching	Summer 2009
<input checked="" type="checkbox"/>	MAS7604	Technology for Instruction	Spring 2009
<input checked="" type="checkbox"/>	MAS7651	Adolescent Growth and Development	Spring 2009
<input checked="" type="checkbox"/>	MAS7652	Reading in Content Areas	Fall 2009
<input checked="" type="checkbox"/>	MAS7701	Classroom Culture and Student Behavior	Spring 2009
<input checked="" type="checkbox"/>	MAS7996	Practicum I	Spring 2009
<input checked="" type="checkbox"/>	MAS7997	Practicum II	Fall 2009
<input checked="" type="checkbox"/>	MAS7998	Practicum III	Spring 2010
<input checked="" type="checkbox"/>	MAS7801	Pedagogical Approaches to Teaching in Middle & HS	Spring 2011
<input checked="" type="checkbox"/>	MAS8800	Applied Assessment and Research	Fall 2011

[Save and Continue >>](#) [Exit](#) [Technical Support](#)

- Click **Exit** if you want to exit the application without saving the information on this page and continue at a later time.

* Required field

If you have questions about the requirements for student teaching, please contact the College of Education at 302-356-6794.

Documents Submitted

Step 7



Wilmington University



Student Teaching

- Application Requirements
- Start/Resume Application
- Concurrent Placement Form
- Child Protection Registry Form
- Exit

Student Teaching Application

- Step 1: Background
- Step 2: Release of Information
- Step 3: Personal Data
- Step 4: Work Experience
- Step 5: Program
- Step 6: Prerequisites
- Step 7: Documents

Note: This application requires several attachments. These attachments must be scanned and then uploaded from your flash drive. Scanners are available at most WilMU sites and at commercial print shops (e.g. Kinkos). Documents must be scanned into a JPEG, PDF or GIF format.
All scanned Praxis I and II reports must include the page entitled 'Detailed Information', which is typically the last page of the report.

* Are you exempt from Praxis I reading and/or math examination(s)?

Yes No

*Scanned Praxis I:

Please scan all pages of your Praxis II report and attach it in the space provided.

*Scanned Praxis II:

PROGRAM	PRAXIS II REQUIREMENTS
AS Birth-2	NA (Praxis I only*)
BS Birth-2	0021
BS K-6	0014
BS 6-8	Middle Level Test for Content Major
MEE K-6	0014
MAT 7-12	Secondary Test for Content Major
MSE 1-8	0352**, 0354***

*Praxis I is required for students who started the program Fall 2009 and after.
 **This test was discontinued as of September 1, 2010. Only scores from test administrations prior to Sept 1, 2010 will be accepted.
 ***As of September 1, 2010, this test is the required test for certification.

Please scan your completed (Mantoux-Type)TB screening test and the doctor's letterhead and attach them in the space provided.

*Scanned TB Report:

Please scan your completed health form from the doctor and the doctor's letterhead and attach it in the space provided.

*Scanned Health Form:

Please scan the completed Child Protection Registry Form with your signature and attach below.

*Scanned Child Protection Registry Form:

Please scan the completed Release of Information Form with your signature and attach below.
 The Concurrent Placement Form has to be printed, filled out, and signed.

Concurrent Placement Form:

- Click **Exit** if you want to exit the application without saving the information on this page and continue at a later time.

* Required field

If you have questions about the requirements for student teaching, please contact the College of Education at 302-356-6794.

Submit Page

Step 8



Wilmington University



Student Teaching

- Application Requirements
- Start/Resume Application
- Concurrent Placement Form
- Child Protection Registry Form
- Exit

Student Teaching Application

- Step 1: Background
- Step 2: Release of Information
- Step 3: Personal Data
- Step 4: Work Experience
- Step 5: Program
- Step 6: Prerequisites
- Step 7: Documents
- Step 8: Submit**

* I certify that the information presented in this application is complete and accurate. I understand that misrepresentation of facts can result in denial/revocation of approvals necessary for field experience and for continued participation in Wilmington University programs leading to teacher certification.

* I further understand that the information contained in this application will be shared with school district officials, school principals, University faculty, and school-based practitioners.

Upon completion of student teaching I authorize Wilmington University to release my transcript to the Delaware Department of Education to facilitate certification approval. Failure to authorize the release of your transcript may delay the certification process.

*Applicant's Signature:
(type your full name)

[Save and Continue >>](#) [Exit](#) [Technical Support](#)

- Click **Exit** if you want to exit the application without saving the information on this page and continue at a later time.

* Required field

If you have questions about the requirements for student teaching, please contact the College of Education at 302-356-6794.

Step 9: Receipt

Results and Receipt Page

Step 9



Wilmington University



Student Teaching

- Application Requirements
- Start/Resume Application
- Concurrent Placement Form
- Child Protection Registry Form
- Exit

Student Teaching Application

Step 1: Background	∨
Step 2: Release of Information	∨
Step 3: Personal Data	∨
Step 4: Work Experience	∨
Step 5: Program	∨
Step 6: Prerequisites	∨
Step 7: Documents	∨
Step 8: Submit	∨
Step 9: Receipt	∧

Your application has been successfully submitted. You will be contacted via your WilmU email account if there are questions or for follow-up.

[Exit](#)

Once the application is submitted, students will receive an on screen receipt of the application submitted. This will conclude the initial submission of the application. Subsequent communication regarding the status of the application or the need for additional information will be shared with the student via their WilmU email account.