**STUDENT TEACHING INTERNSHIP APPLICATION**

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| 1. [APPLICATION FOR STUDENT TEACHING INTERNSHIP](#APPLICATIONFORELEMINTERN)(page 2) | 2. [CERTIFICATION RECOMMENDATION REQUEST FORM](#CERTRECOMMREQUESTFORM)(page 3) |
| 3. [INTERNSHIP INTERVIEW SHEET](#INTERVIEWSHEET)(pages 4-6) | 5. [FELONY / MISDEMEANOR](#FELONYMISDEMEANOR)(page 7-8) |
| 6. [FERPA RELEASE](#FERPARELEASE)(page 9) | 7. [CREATING YOUR RESUME](#CREATINGRESUME)(page 10)Resume samples can be found at f. in the checklist on application page at [www.oakland.edu/sehs/sfs](http://www.oakland.edu/sehs/sfs) under Student Teaching Internships/Applying for Student Teaching, Tab 2 Complete Application |

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**Updated 6/14**

**Submit completed packet to 385 PH by the due date at 4:00 P.M.**

**OAKLAND UNIVERSITY**

**APPLICATION FOR INTERNSHIP**

**(*Please Print Clearly and Carefully*)**

***If any of this information changes, please inform us immediately by using the “Contact Us” link located on the School & Field Services web page.***

**Circle Program**: Elementary STEP K-12 Modern Language K-12 Art K-12 Music MAT MATEE

**Semester of Student Teaching**: Winter \_\_\_\_\_\_ Fall \_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_\_

NAME: Mr. Ms. Mrs. (Last Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(First)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(MI)\_\_\_\_\_\_\_

HOME ADDRESS:

* *Send all related information to this address*

Street\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_

LOCAL ADDRESS (Campus, Apartment, etc):

* *Send all related information to this address*

Street\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_

**Please include Area Code and check the best number to reach you at:**

* Home Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Local Telephone (Campus):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Work Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Cell:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OU Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@oakland.edu\_\_\_\_\_\_\_\_\_\_

 **(*Please print clearly*)**

OU Grizzly ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Basic Skills MTTC: Test Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reading Passed?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Math Passed?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Writing Passed?\_\_\_\_\_\_\_\_\_\_\_\_\_

Major/s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Test Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Passed?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Test Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Passed?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Test Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Passed?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Elementary Education Test Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Passed?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you do not pass the required MTTCs (**Elementary--**Basic Skills and Elementary; **Secondary**--Basic Skills and Major/Minor), you will need to delay your internship until these are successfully completed and documented. A new application for internship will need to completed and submitted to our office.

CPR/First Aid certification documentation and proof of MEA insurance must also be turned in by August 15 for fall interns or December 1 for winter interns to the Office of School and Field Services.

**OAKLAND UNIVERSITY**

**STUDENT TEACHER CERTIFICATION RECOMMENDATION REQUEST FORM**

**Circle Program:** Elementary STEP K-12 Modern Language K-12 Art K-12 Music MAT MATEE

*Student Teaching Semester: Winter\_\_\_ Fall \_\_ Year\_\_\_\_\_\_*

NAME: Mr. Ms. Mrs. (Last Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(First)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(MI)\_\_

ADDRESS: (Street)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(City)\_\_\_\_\_\_\_\_\_\_\_\_\_\_(State)\_\_\_\_\_\_\_(Zip)\_\_\_\_\_\_\_

Local telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OU Grizzly ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OU E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROFESSIONAL COURSEWORK**

***Check those courses which as yet you have not completed, and indicate when you plan to complete these. (Fall, Winter, Summer I, Summer II semester; and what year)* Remember that all require a minimum of a 2.8 to be considered as successfully completed, and must all be completed prior to your student teaching semester.**

**\_\_\_\_\_\_\_\_\_\_ YES: All work in my professional coursework is successfully completed.**

**\_\_\_\_\_\_\_\_\_\_ NO: All work in my professional coursework is not successfully completed. (Specify what needs to be completed and your specific timeline for accomplishing this.)**

**Course\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester to be completed:\_\_\_\_\_\_\_\_\_\_\_**

**Course\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester to be completed:\_\_\_\_\_\_\_\_\_\_\_**

**Course\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester to be completed:\_\_\_\_\_\_\_\_\_\_\_**

**Course\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester to be completed:\_\_\_\_\_\_\_\_\_\_\_**

**Course\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester to be completed:\_\_\_\_\_\_\_\_\_\_\_**

**Course\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester to be completed:\_\_\_\_\_\_\_\_\_\_\_**

**MAJOR/MINOR COURSEWORK
*Remember that all require a 2.5 minimum to be considered successfully completed.***

**\_\_\_\_\_\_\_\_\_\_ YES: All work in my major area is successfully completed.**

**\_\_\_\_\_\_\_\_\_\_ NO: All work in my major area is not successfully completed. (Specify what needs to be completed and your specific timeline for accomplishing this.)**

**Course\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year/Semester to be completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year/Semester to be completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Course\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year/Semester to be completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_ YES: All work in my minor area/areas is successfully completed.**

**\_\_\_\_\_\_\_\_\_\_ NO: All work in my minor area/areas is not successfully completed. (Specify what needs to be completed and your timeline for accomplishing this.)**

 **Course\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year/Semester to be completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Course\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year/Semester to be completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***I understand that any false statements made on this form will jeopardize my internship and retention in this program.***

***Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**OAKLAND UNIVERSITY**

**INTERNSHIP INTERVIEW SHEET**

**Circle Program:** Elementary STEP K-12 Modern Language K-12 Art K-12 Music MAT MATEE

**Semester of Student Teaching: Winter \_\_\_\_ Fall\_\_\_\_ YEAR\_\_\_\_\_\_\_\_\_**

**NAME: Mr. Ms. Mrs. (Last)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(First)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(MI)\_\_\_\_\_**

**ADDRESS: (Street)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(City) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(State)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Zip)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Local telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***OU Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***OU Grizzly ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Major/s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**RESTRICTIONS: Students may not student teach in districts in which a potential for conflict of interest for the grade, the learning experience or for the recommendation for certification exists. We believe in clustering our student teachers, therefore a cluster potential must also exist in the district of preference.**

***Placements are university assignments based on existing working relationships with school districts within established procedures and policies. Although the university requests that students identify preferences, we cannot guarantee placement within these preferences. We are guests, and the district determines who, where, and how many student teachers they will accept. Once we have attempted placement within your three districts of choice, and have not been offered a placement for you, we will facilitate a placement in a district that indicates they have openings for student teachers.***

**To make the placement determinations, the following background and interest information is needed. Answer honestly and as completely as possible.**

**PREFERRED LEVEL: *List in priority order, please. (Elementary—list grade level. This is not guaranteed.)***

***1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­ 2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­***

**DISTRICT CHOICES: *List three school districts where you would like to be placed. Include reasons for your choices. We try to place students together if possible. Understand that this is not a guarantee of placement, but preferences will be considered within the framework of the above listed restrictions and availability of placements.***

***1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Check whether 1st choice is the district \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or the grade level \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**ELEMENTARY PROGRAM CHOICE: *Following is a description of the opportunity at Bloomfield Hills Collaborative School, Lone Pine Elementary School, a K-3 building. Please check yes or no.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Description** | **Yes** | **No** |
| ***Bloomfield Hills / Lone Pine Collaborative School*** | ***If selected, students would complete final field in winter, student teach in fall, and then remain for winter as graduate intern in a different grade level, with stipend. Refer to the description of the Bloomfield Hills Collaborative on the website, for the additional application materials. Must all be turned in at the time of student teaching application. Available only for those who will be scheduled to student teach during fall term.*** |  |  |

**REQUIRED INFORMATION: *Answer the following as completely as possible.***

1. **Are all materials turned in and on file for all of your field placements prior to this date?**

|  |  |  |
| --- | --- | --- |
| **YES** | **NO** | **IF NO, EXPLAIN** |
|  |  |  |

1. **Complete the following statements, being as specific as possible.**

|  |  |  |
| --- | --- | --- |
| **I ATTENDED:** | **DISTRICT** | **SCHOOL** |
|  **For elementary:** |  |  |
|  **For middle school:** |  |  |
|  **For high school:** |  |  |
| **I have relatives who work as:****At:** |  |  |
|  |  |  |
|  |  |  |
| **I have close family friends who work as:****At:** |  |  |
|  |  |  |
|  |  |  |
| **I have relatives who attend in grade:****At:** |  |  |
|  |  |  |
|  |  |  |
| **I reside in:** |  |  |
|  |  |  |
| **I have helped as a parent helper at:** |  |  |
|  |  |  |
|  |  |  |
| **I have done substitute teaching at:** |  |  |
|  |  |  |
|  |  |  |

1. **List any relevant information that you believe should be known by the Director so that a potential conflict of interest may be avoided.**

***I understand that any false statements made on this form will jeopardize my internship and retention in this program. I also understand that any relevant information that could indicate a potential for conflict of interest that I neglect to supply to the Director, may also jeopardize my internship and retention in this program. Finally, I understand that neither I, nor any family member or friend, may contact the district or individual principals inquiring about or requesting a placement. Such conduct may also jeopardize my internship and retention in this program.***

\_\_\_\_\_\_ I understand that placements will not be attempted until I have uploaded my resume to OUCareerlink so it can be sent to districts.

**Student’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OAKLAND UNIVERSITY ELEMENTARY EDUCATION
FERPA RELEASE**

**In accordance with the Family Educational and Privacy Rights Act of 1974 as amended, 20 USC 1232g (FERPA) and implementing regulations at 34 CFR part 99, “I authorize Oakland University to disclose any and all information in my education records, including any and all academic, personal, criminal (actual violations of law), and other records, regardless of whether any such record contains personally identifiable information, to all school districts which are considering me for student teaching internship placements.**

***Student Signature:***

 ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Student Name: (Please Print)***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**OAKLAND UNIVERSITY**

**ACKNOWLEDGEMENT OF**

**Michigan Department of Education Teacher Certification Rules Regarding Felony / Misdemeanor Convictions**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City, State, Zip

This document is a recognition and confirmation that Oakland University has made a good faith effort to inform (your name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of potential action in the future by Oakland University School of Education and Human Services and/or the Michigan Department of Education.

The Michigan Department of Education considers each person being recommended for certification with a criminal record on a case-by-case basis. Certification requirements can be changed at any time in the future by the state, which, at that time, could affect teacher certification for anyone with a criminal record. There could be a possibility that even after successful completion of the professional student teaching semester and recommendation for certification from Oakland University, the Michigan Department of Education could deny certification based upon conviction of a crime.

In addition, the question related to conviction of a misdemeanor and/or felony must always be answered honestly. Falsification or cover up of any of this information could be grounds for denial of admittance or dismissal from the OU School of Education and Human Services education program, denial of a student teaching placement, and/or denial of certification.

Furthermore, any past or future convictions from this point on could put admission to the OU School of Education and Human Services education program, student teaching, and/or teacher certification in jeopardy. At the time of future recommendation of certification to the MDE, individuals with convictions must provide detailed information about the conviction including a Judgment of Sentence from the court.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_acknowledge that Oakland University has made a good faith effort to inform me of the possible challenges for admission to the OU School of Education and Human Services education program, student teaching, and/or for teacher certification by the Michigan Department of Education due to a criminal record.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**Circle Program**: Elementary STEP K-12 Modern Language K-12 Art K-12 Music MAT MATEE

**Oakland University ~ School of Education and Human Services**

**Questions Regarding Conviction and**

**Substantiated Case of Child Abuse or Neglect**

The Michigan Department of Education requires all colleges/universities to request information involving possible convictions and substantiated cases of all potential and current teacher education candidates. You must answer the following questions truthfully. Falsification of any information regarding your criminal history may be grounds for dismissal from SEHS at Oakland University and/or denial and/or revocation of your teaching certificate from the Michigan Department of Education. If you have had a case of child abuse or neglect substantiated against you and/or if you are required to register with the Child Abuse/Neglect Central Registry, you may be unable to complete the requirements for the Early Childhood Education Endorsement. Questions 1-4 do **not** pertain to any charges you may have against you as a juvenile.

1. Have you been convicted of a misdemeanor in any state, jurisdiction, or country?

 Circle one: Yes No

2. Have you been convicted of a felony in any state, jurisdiction, or country?

 Circle one: Yes No

3. Have you ever been required to register under the Michigan Sex Offenders Registration Act?

 Circle one: Yes No

4. Do you have any misdemeanor and/or felony charges **pending** against you in any state, jurisdiction, or country – including any charges against you in the military?

 Circle one: Yes No

5. Have you ever had a case of child abuse or child neglect substantiated against you? (Substantiated means an investigation was conducted and child abuse and/or neglect was found to be substantial)

 Circle one: Yes No

6. Have you ever been required to register with the Child Abuse/Neglect Registry?

 Circle one: Yes No

**\*For Your Information:** Pleading “No Contest” is still considered by the Michigan Department of Education to have been convicted of the crime and you must answer, “yes” to the appropriate question(s) above.

**\*For Your Information:** If you have had a conviction expunged (a legal process to strike out a criminal record or conviction and is granted by a judge) **you must answer “yes”** to the appropriate question(s) above and then you should state that it was legally expunged with the date of expungement.

 **IMPORTANT NOTE**  **You must report any future convictions or substantiated cases of child abuse or neglect to the SEHS in a timely manner during your enrollment in the Oakland University program**.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date Program

Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CREATING YOUR RESUME**

This is a written summary of qualifications which reveals knowledge and skills acquired through the educational process, the range of experience acquired and the quality of performance achieved during preparatory training and/or employment. Think about the many skills that teachers employ when they work with students, other teachers, administrators, counselors, parents, coaches, and community members. Plan how to describe your background to show your strengths in these areas. Utilize a narrative format when discussing your philosophy of education.

**CONTENT:**

**IDENTIFICATION:** List this information at the top of the resume. Include your full name, complete address including zip code, telephone numbers with area codes, email address.

**EDUCATION:** The education section is usually near the top of the resume form. Beginning with your most recent experience, indicate the degree received, your program, teaching major (s) and minor(s), name of the school, its location (city and state), and the projected or actual graduation date (month/year). Highlight campus activities involving student organizations, professional affiliations, student government. Choose activities that demonstrate involvement such as attendance at conferences, teaching at Cranbrook, membership in SATE, etc. Demonstrate outstanding accomplishment by noting any academic, social or sports-related scholarships, awards or honors. List any licenses or certifications held.

**EXPERIENCE:** Employment is a major type of experience, however unpaid experience may be just as valuable. Your course-related field experiences should be included here as they are very relevant to your objective. Describe these experiences as you would your work, listing the names of schools and districts, locations (city/state), and dates. Include the facts of your teaching or field assignments: the number of students and/or classes, grade levels, subjects, type of community and other pertinent items of information. Describe your experiences in specific terms, using verbs that capture your skills and accomplishments. Examine other experiences where you may have earned a promotion, supervised others, assumed management responsibilities, or developed leadership, organization and communication skills. Don’t forget tutoring, recreation work, camp counseling and religious instruction. Don’t forget about your documented 70 hours of work with children. Provide the job title, name of employer, employer’s location (city and state), and dates (month/year) of employment for each employer starting with the most recent. ***Show experience using statements that describe functional activity. These duties or responsibilities can also describe community volunteer activity, extra-curricular as well as recreational activity. Use simple action verbs to begin these statements. List all information in reverse chronological order.***

**SKILLS:** Transferable skills are applicable to handling tasks in a variety of jobs. Common categories of these include intellectual, communication, interpersonal, problem-solving and decision-making, computer, and management. Teachers use most of these with emphasis on planning, organizing, researching, instructing, motivating, leading, speaking, listening, demonstrating, writing, evaluating and supervising.

**ACCOMPLISHMENTS:** These are the results of one’s efforts that show that duties and responsibilities were discharged in a superior manner. Describe your role in the event, the results achieved and the benefit derived. Go beyond describing what you did and select accomplishments that show how you got things done.

**MILITARY:** This can be used to supplement your experience. List the branch of service, highest rank, positions held, dates of service, and responsibilities and achievements. Explain how this experience transfers to a school situation.

**PHILOSOPHY**: State, briefly, what you believe to be the most important elements that must be a part of your environment for your students.

***MAKE SURE THIS IS ERROR FREE! You are not to exceed two pages for the main information.*** Space out evenly over the two pages, using a consistent format. A third page can be used for coursework completed prior to the internship.

Resume samples can be found at f. in the checklist on application page at [www.oakland.edu/sehs/sfs](http://www.oakland.edu/sehs/sfs) under Student Teaching Internships/Applying for Student Teaching, Tab 2 Complete Application