

**Westminster Choir College of Rider University Department of Music Education  
2017 STUDENT TEACHER APPLICATION AND LETTER OF AGREEMENT**

1. All candidates applying for student teaching **for fall 2017 or spring 2018** must read, sign and return this document along with a 1 -2 page résumé to Debbie Williamson **by February 1, 2017**.
2. I understand that the following requirements must be satisfied in order to student teach:
  - Classification as a full senior.
  - **A minimum 3.0 cumulative GPA.**
  - Satisfactory completion of prerequisite music education courses and requirements.
  - Departmental approval based on satisfactory evidence of musicianship, singing and piano skills, professional teaching dispositions (e.g., punctuality, communication, accountability, ethical behavior) and potential for success in teaching as evidenced in coursework, grades and successful completion of a portfolio review.
3. Please list the semester and year that you completed or will have completed each prerequisite course.

ME 187

ME 188

ME 581

ME 582

PSY 230 or 231

TH 241

PI 204

---

**Signature of Adviser or Music Education Faculty Member and date**

4. It is my responsibility to contact the cooperating teacher and arrange an interview within 10 days once Debbie Williamson notifies me that a potential placement site has been identified for me.
5. I understand that all paperwork requirements (résumé, background checks, fingerprinting, medical tests) must be submitted to the district by **November 1 for spring placements** and **April 1** for fall placements. I understand that it can take weeks to get an appointment for fingerprinting and for paperwork to be processed. I understand that if I delay in submitting the forms, my placement may not be approved by the school district in time and will therefore be delayed a semester.
6. I understand that although I may request a specific semester, school, type of music teaching or level, my requests may not be honored. I recognize that the placement decision of the

Coordinator of Student Teaching shall be final.

7. I understand that the Department does not recommend a placement a cooperating teacher who is one of my former teachers.
8. I understand that there are expenses and application deadlines associated with student teaching and graduating, including:
  - A student teaching fee that will be billed to my account
  - Praxis tests that I must register for at the beginning of student teaching
  - Transportation costs for getting to my placement site (e.g., fuel, tolls)
  - New Jersey licensure fees
  - Graduation application deadline
9. I understand that if I do not do the following, my graduation and certification paperwork will not be processed.
  - complete all program requirements
  - have official transcripts from courses completed outside of Rider
  - submit all required applications and pay all fees associated with student teaching and certification
  - have passing scores for all New Jersey certification tests on file
10. I understand that I am expected to have a car in order to get to my placement site. I also understand that I do not have a car, I must provide Dr. Holcomb, the Coordinator of Student Teaching with an acceptable solution (e.g., a site near a bus route) before my application will be processed. I understand that choosing convenience over best fit could result in a diminished experience.
11. I understand that successful student teaching experiences and timely completion of senior portfolio, seminar, and course assignments are my priorities during the semester of student teaching. I understand that while enrolled in student teaching, I
  - cannot enroll in any applied lessons or classes other than the co-requisite classes, ME 587 and ME 595.
  - cannot participate in any college ensembles, private lessons, recitals or student-led performances.
  - cannot serve as an officer of a student organization.
  - should limit my off-campus activities and working hours.
  - am required to attend weekly seminars and ME 587 on Wednesday afternoons during my student teaching experience.
12. I understand that I am required to submit New Jersey Teacher Certification forms and fees no later than **November 15<sup>th</sup>** (if teaching during the fall semester) or **April 15<sup>th</sup>** (if teaching during the spring semester) regardless of what state I plan to eventually teach.
13. I understand **I must register for ME 492, ME 587, and ME 595 by the last of classes in the fall or spring semester prior to the semester of student teaching** or my placement may be cancelled.

Please return this form along with your résumé by February 1 to Debbie Williamson in Williamson Hall.

Bronc ID: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I will have a car the semester I student teach. Yes No

If no, please make an appointment to see Dr. Holcomb before submitting this form.

Preferred semester for student teaching \_\_\_\_\_ and reason (e.g., MAT courses, prerequisites not met, recital):

Preferred Level(s):                      Elem              Middle              High

Preferred primary area:              General              Choral

Additional requests and reasons:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date