



Clinical II/Internship II (full time) Student Teaching Application Process

1. The Orientation information can be found at the bottom of our homepage <https://step.tcnj.edu>
2. Read "Policies" for student teaching. You must have a GPA of 3.0 to student teach.
3. Click on the "Apply" button on the homepage.
4. Login with your TCNJ username and password.
5. Complete Student Teaching Profile.

6. Select and complete the appropriate application. After you submit the application(s), print a copy of the completed application(s). You will have space to sign the document.

Students interested in Global Student teaching will need two online applications, one for global and one for their US placement. Students in the K-6 Deaf Education will need to complete two online applications (one for DFHH 690 and one for ELEM 695). The following hard copy documents must be submitted to your department** for approval before the deadlines indicated:

- a. 1 copy of the Student Teaching Online Application(s)
- b. 1 copy of your educational resume
- c. 1 copy of your Unofficial Transcript (from PAWS)
- d. 1 copy of Fingerprints (if available)-**use substitute teacher option**
- e. 1 copy of current Negative Mantoux Test (TB) (if available)
- f. 1 copy of Substitute Certificate (if available)

8- Please post copies of everything listed in #7 into LiveText. Directions on STEP website

Proof of Praxis II test; must be presented to your department coordinator prior to student teaching.

All applications must be turned into your department coordinator by **December 6, 2019**.
Department Coordinators please submit approved applications no later than **December 18, 2018**

Art	Dr. L. Lajevic
DHH	Dr. B. Strassman
ELE/ECE/URB	Dr. A. Conte
ESL	Dr. J. Wong
HES	Dr. A. Farrell
Music	Dr. C. Sears
SpEd Five-Year Program	Dr. Anthony
ECE/DHH (5-year) and ECE/SPE (5-year)	Drs. N. Pancsofar and J. Eberly
SpEd MAT	Drs. Foxworth and D Monaco
Tech	Dr. T. Huffman



Secondary Education (SED) Coordinators must sign and applications. Signed forms are to be given to Dr. Connolly (SOE, 2nd floor)

Biology	Dr. Wund
Chemistry	Dr. Bunagan
English	Dr. Meixner
History/social science	Dr. Marino
Physics	Dr. Magee
Math	Dr. Liebars*

****Dr. Liebars will collect the forms from Math Students***

*****K-6 Deaf Education students: submit the elementary application (ELEM 690) to Dr. Conte and the Deaf Education application to Dr. Strassman. Materials listed in 7b-f should be submitted to Dr. Conte.***