Fall 2019/Spring 2020

Clinical II/Student Teaching Application Process

The following information will assist you to begin the process for clinical II/student teaching application.

1. Visit the Clinical Experience/Practice Information page at: **https://step.tcnj.edu**

2. Be sure to read "Policies" and "Prerequisites" for student teaching. If you should have questions concerning any of these policies - including the minimum required cumulative **GPA of 3.0,** please speak with your department coordinator or the STEP Office. (Students with a GPA between 2.75 and 2.99 may be eligible to student teach with departmental recommendation.) Students must possess a final cumulative GPA of 3.00 or greater in order to obtain a TCNJ certification recommendation.)

3- Click on "Student Teaching Applications"

4- Login with your TCNJ user name and password.

5- Complete Student Teaching Profile.

6- Select and complete the appropriate application.
    Be sure to print the completed application after you click the submit button.

7- The following hard copy documents must be submitted to your department for approval before the deadlines indicated:
-   1 copy of the Student Teaching Application(s)
-   1 copy of your educational resume
-   1 copy of your Unofficial Transcript (on PAWS)
-   1 copy of current Negative Mantoux Test (TB) (if available)
-   1 copy of Substitute Certificate (if available)

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 07, 2018.*

ART	Dr. Blatt-Gross
DHH	Dr. Strassman
ELE/ECE/URB	Dr. Conte
HES	Dr. Farrell
MUSIC	Dr. Sears
SED	Dr. Girard, after obtaining your subject coordinator's signature.
SPED Five-Year Program	Dr. Anthony
SPED MAT	Dr. Rao
TECH	Dr. Huffman

The STEP Office will not begin the placement process without receiving an approved hard copy of your application materials from your department.
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The **Department Coordinators** will submit the applications to the Student Teacher Education Program (STEP) Office by **Wednesday, December 19, 2018**