

**Ohio Wesleyan University
Teacher Education Unit**

Procedures for Applying to Student Teach Off-cycle

1. The off-cycle student teacher should work with the director of his/her licensure program as soon as he/she is aware of the potential need to student teach off-cycle.
2. The director will communicate this information to the Education Department Chair at this time.
3. The off-cycle student teacher will complete and submit the **Petition to Student Teach Off-cycle** form by April 1 as well as the appropriate **Application for Student Teaching**.
4. If it has been **more than a year** since the student teacher **completed his/her methods courses**, the Education Department Chair will schedule an Off-cycle Admission Interview. The appropriate licensure program director and the Education Department Chair will conduct the interview. The interview will focus on content addressed in methods courses: lesson planning, individual differences, creating curricular units, etc.
5. The Education Department Chair will bring the petition forward for an admission discussion at the next Department meeting.
6. If the off-cycle student teacher is admitted, then the student teacher will meet with the director of his/her licensure program to plan his/her student teaching experience. If the off-cycle student teacher is not admitted, he/she will receive a feedback letter with a suggested course of action.

Criteria for admission to off-cycle student teaching:

- “Fully Admitted” to relevant licensure program (requires GPA check, review of Field Experience Evaluations)
- Completion of all coursework for licensure and graduation prior to student teaching (requires transcript check). Candidates in AYA/MA program need to complete EDUC 377: Content Area Literacy prior to their student teaching experience. Candidates in Elementary Education, Inclusive Elementary Education, and MC need to complete Corrective Reading in the fall semester prior to their fall student teaching experience.
- Completed **Petition to Student Teach Off-cycle** form submitted to the Education Unit Chair by **April 1**.
- Completed **Application for Student Teaching** form.
- If necessary, Off-cycle Admission Interview will be completed (No more than 1 response rated “adequate,” no responses rated “unsatisfactory.”)

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Petition to Student Teach Off-Cycle

Date of Petition: _____

Directions:

- 1. Please attach a copy of your current transcript.
2. Please complete the form and obtain the necessary signatures
3. Turn in completed form and transcripts to Education Department Chair

Student Teacher's Name: _____ ID# _____

Requesting permission to student teach (Semester Year): _____

Requesting permission to student teach at OWU or another Institution: (If other institution, please indicate the Institution):

Reason for student teaching off-cycle: _____

Signatures Supporting this Request:

- Adolescent to Young Adult (AYA) Integrated Science Licensure Program and Multi-age (MA) Signature of Department Chair in content area major: _____ Date: _____
AYA/MA - Director of Licensure Program: _____ Date: _____
ELEM/IEE - Director of Licensure Program: _____ Date: _____
MC - Director of Licensure Program: _____ Date: _____
SpEd - Director of Licensure Program: _____ Date: _____

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Criteria: (For Education Department Only)

_____ Transcript Attached _____ Educ GPA _____ Content Area GPA
_____ Full Admittance into Licensure Program
_____ Completion: All licensure coursework _____ Completion: All University Coursework
_____ Passed: OAE Pedogagy Exam _____ Passed: OAE Content Exam 1/ACTFL-OPI _____ Passed: OAE Content Exam 2/ACTFL-WPT
_____ Successful Completion: Student Teaching Admission Interview

Final Decision:

- Approved Not Approved

Education Department Chair Signature: _____