MUSKINGUM UNIVERSITY
APPLICATION FOR PROFESSIONAL SEMESTER

Application due dates:  
Fall Semester - February 28  
Spring Semester - September 30

Name ___________________________________________________________ SS# ___________________
Last    First                             Middle
Phone # ___________________

Professional Semester __________________ Academic Year ___________Cumulative Grade Point Average____

Expected Graduation: Month_____________Year _________     Gender: Male____ Female ___

Race: Check all that are applicable
African American ___            Asian ____            White Non-Hispanic ___            Pacific Islander ___
American Indian ___            Alaskan Native ____          Hispanic ___            Other/Multiracial ___

Check and complete the appropriate licensure content section:

____ EARLY CHILDHOOD (EC) Grades PK-3  
Advisor:___________________________ GPA for EC: ____ Minor(s): (1)____________ (2)___________
License Area(s):  ____ Reading (Grades PK-3)
      ____ Reading Endorsement (Grades K-12)

____ MIDDLE CHILDHOOD (MC) Grades: 4-9  
Advisor:__________________________ GPA for License Areas: (1)____________ (2)____________
License Area(s):  ____ Content (1) ______________________________
      ____ Content (2) ______________________________
      ____ Reading (Grades 4-9)
      ____ Reading Endorsement (Grades K-12)

____ ADOLESCENT/YOUNG ADULT (AYA) Grades: 7-12  
Academic Advisor: ___________________________ Education Advisor: _______________________
License Content(s): (1) ___________________________ (2) ___________________________
GPA for License Content(s): (1) ___________________________ (2) ___________________________
Minor(s): (1) ___________________________ (2) ___________________________

____ MULTI-AGE (MA) Grades PreK-12  
Academic Advisor: ___________________________ Education Advisor: _______________________
License Content(s): (1) ___________________________ (2) ___________________________
GPA for License Content(s): (1) ___________________________ (2) ___________________________
Minor(s): (1) ___________________________ (2) ___________________________

____ INTERVENTION SPECIALIST (IS) (Mild/Moderate, Ages 5-21)  
Advisor: ___________________________ GPA for IS __________
GPA for IS __________

Required signatures prior to submitting this application to the Education Department.

Academic Advisor: ___________________________________________ Date: ________________
Education Advisor: (AYA/MA) __________________________________ Date: ________________
Content Department Chair: ___________________________ Date: ________________
Education Department Chair: ___________________________ Date: ________________
Applicant: ___________________________________________ Date: ________________

Rev 11/07
PROFESSIONAL SEMESTER REGULATIONS

The following are intended to assist each student teacher candidate in preparation for and during the professional semester.

1. The student teacher candidate must have met all requirements for admission to the Education program and have been accepted as a teacher candidate by the Education Department faculty.

2. The student teacher candidate must apply for the Professional Semester during the semester prior (Fall-February 28 or Spring-September 30).

3. The student teacher candidate must have a cumulative GPA of 2.5 or higher.

4. The Application for Professional Semester must have the signatures of the candidate’s advisor(s), license content(s) department chair, the Education Department chair, and the candidate’s.

5. The student teacher candidate must be formally admitted to and approved for the Professional Semester by the Education Department faculty.

6. Student teaching assignments will be made by Muskingum University student teacher placement coordinator with the approval of local school systems. Student teacher candidates are not to contact local school officials or teachers for preapproval.

7. A student teacher must not accept university or personal commitments that will interfere with the full-day teaching responsibilities or required student teaching seminars.

8. A student teacher must participate in the student teaching seminars and other related courses.

9. A student teacher is responsible for transportation to and from the school site.

10. Student teaching assignments are full day. Indicate the appropriate student teaching assignment(s) below.

   ____ Early Childhood: 60 days for prekindergarten, kindergarten, grades 1, 2 or 3.
   ____ Middle Childhood: 60 days divided into two (2) 30 days for each license content.
   ____ Intervention Specialist: 60 days in an intervention specialist setting
   ____ Adolescent/Young Adult: 60 days in license content.
   ____ Multi-Age:
      ____ 60 days divided into two (2) 30 days placements with one at a primary/middle level and one at a secondary level for health, physical education, music, or visual arts.
      ____ 60 days in a secondary placement for a foreign language.

11. A student teacher is required to register for The Professional Teacher (EDUC 464) and Student Teaching Seminar (EDUC 461 or PHED 490) during the Professional Semester. See Requirement Sheet or catalog for additional student teaching courses.

12. A student teacher is required to abide by all regulations established in the Student Teacher Handbook.

I have read the regulations and have indicated the appropriate student teaching assignments.

Signature of applicant __________________________ Date __________________________
MUSKINGUM UNIVERSITY
DECLARATION OF INTENT
FOR AN
OHIO TEACHING LICENSE

I, __________________________________________, do hereby declare my intention to complete the requirements for a teaching license in the State of Ohio.

I plan to seek licensure in the following content(s): ____________________________________
__________________________________________, ___________________________________
__________________________________________, ___________________________________

I assume responsibility for completing the BCI/FBI criminal background check prior to student teaching.

I assume responsibility for completing the 6 hour workshop(s) required for my program prior to student teaching.

I assume responsibility for successfully completing all components of the Praxis Series as required by the State of Ohio in my licensure content(s) or disciplines.

Based upon my academic performance and professional dispositions, I petition the Chair of the Department of ___________________________ (academic major), the Chair of the Department of Education, and the Chair of the Department of _____________________ (if different than academic major) for approval to register for the teacher education professional semester.

_________________________ _________________________
Signature      Print Name

_________________________
Date

Required signatures to register for the teacher education professional semester.

Chair of the Department of ____________, ___________________________ Date ___________

Chair of the Department of Education, ________________________________ Date __________

Chair of the Department of ____________, ___________________________ Date ___________
(If different than academic major)
TO: Muskingum University Student Teachers (including MAP students)
FR: Education Department
RE: BCI/FBI Background Check for Student Teachers Seeking Ohio Licensure

Ohio law now requires all individuals applying for a new licensure to have their fingerprints submitted to the Bureau of Criminal Investigation (BCI) and the Federal Bureau of Investigation (FBI) that will indicate any criminal background (Ohio Revised Code 190).

It is the student's responsibility to have the fingerprinting and background check completed as stated in the requirements of Gateway Two-Admission to Student Teaching.

The following procedures have been developed to facilitate this process. If you have questions about these procedures, please contact Bureau of Criminal Investigation (BCI) at 740-845-2375.

The fingerprint and background check must be completed upon application to student teaching.

1. Go to the Muskingum Valley Educational Service Center, 205 N. 7th St., Zanesville, OH.
   Be sure to call ahead: 740-452-4518, ask for Marilyn.
   A. Take driver’s license with you.
   B. The BCI/FBI report fee is $55.00. They will accept cash, check or money order.

2. Go to the Ohio Valley Educational Service Center, 128 E. 8th St., Cambridge, OH.
   Be sure to call ahead: 740-439-3558, ask for Kathy.
   A. Take driver’s license with you.
   B. The BCI/FBI report fee is $66.00. They will accept only cash or money order.

3. Your local sheriff’s office. Be sure they can send it electronically to the Ohio Department of Education. (For licensure purposes, completing your BCI&I/FBI check with your local sheriff’s office in not recommended.)

   Note: Cost of BCI/FBI fee is subject to change.

7/08
# GATEWAY ONE - Admission to Teacher Education Program

**REQUIREMENTS:**
- Successful completion of Education 110
- 2.5 G.P.A.
- Scores of 170 in PRAXIS I Mathematics, Reading, and Writing OR ACT score of 21 or higher OR SAT scores of 990 or higher
- Successful demonstration of departmental Professional Dispositions
- Completion of application for Admission to Teacher Education Program and signed statement of Good Moral Character
- Successful completion of BCI check
- Submission of signed Field Trip Waiver and Statement of Licensure Requirements
- Approval of Education Department faculty
- Provisional Status: PPST scores of 170 or above with GPA between 2.35 and 2.5 OR GPA above 2.5 with PPST scores of 165 or above

Probationary Status: GPA drops below 2.5 or student fails to demonstrate Professional Dispositions

Only students who have been officially admitted to the Education Department may enroll in 300 level or above Education classes.

# GATEWAY TWO - Admission to Student Teaching

**REQUIREMENTS:**
- 2.5 G.P.A.
- 2.0 G.P.A. minimum in major for AYA and Multi-age
- 3.0 G.P.A. in all 300 level or above education courses
- Successful completion of all required education courses (B- or above)
- Successful completion of required 6 hour workshop(s)
- Successful demonstration of departmental Professional Dispositions
- Completion of application for Admission to Student Teaching
- Evidence of successful completion of BCI/FBI application
- Written approval of content area chair for Adolescent/Young Adult/ Multi-Age
- Approval of Education Department faculty

# GATEWAY THREE - Application for Licensure

**REQUIREMENTS:**
- Successful completion of all baccalaureate course requirements
- Successful completion of licensure course requirements
- Successful completion of student teaching
- Successful passage on all required PRAXIS II tests: Content Test(s), and Principles of Learning and Teaching (PLT)
- Successful completion of BCI and FBI check