



**Department of Education
Undergraduate Student Teaching Placement Process**

Academic Year Prior to Student Teaching

November: Student teaching application sent to all undergraduate students who are eligible for internship placements

Early December: Deadline to complete student teaching application

January: Placement requests sent to partner sites

Early March:

- Placement information sent to student teachers and prospective mentor teachers
- Student teachers set up a time to meet with their mentor(s) and visit their classroom
- If the match isn't successful (i.e., either the mentor in their discretion determines or the candidate reasonably determines that the partnership is not a good fit for the goals, knowledge and skills expected by the program) then second interview opportunities are provided when there is an appropriate site and mentor available.

Mid-April: DOE Student Teaching Orientation for fall student teachers – Student teachers complete mutual agreement and other paperwork via TK20

End of Spring Semester: Deadline to complete background check process for fall student teachers

Year of Student Teaching (for spring student teachers only)

November: DOE Student Teaching Orientation for spring student teachers – Student teachers complete mutual agreement and other paperwork via TK20

End of Fall Semester: Deadline to complete background check process for spring student teachers