



## TEACHER EDUCATION PROGRAM TIMELINE



## STUDENT TEACHING APPLICATION & INSTRUCTIONS

**Access online forms and documents at [wiu.edu/coehs/teacher](http://wiu.edu/coehs/teacher)**

Teacher Education Program (TEP) candidates are required to file a Student Teaching Application one (1) year in advance of the student teaching semester. This information is used by the Office of Teacher Education to place candidates in a student teaching site and finalize field supervisor staffing. Therefore, meeting the application deadline is critical.

- **Part I** – Candidate Application & Signature Form
- **Part II** – Student Teaching Region/Placement Preference Form
- **Part III** – Letter of Application/Cover Letter (sample packet)
- **Part IV** – Resume (sample packet)

### Student Teaching Application Submission Deadlines:

- October 1 - Candidates scheduled to student teach in the Fall Semester
- March 1 - Candidates scheduled to student teach in the Spring Semester

### Pre-Qualifications For Submitting A Student Teaching Application:

- Fully accepted to the Teacher Education Program  
[www.wiu.edu/coehs/teacher/advising/tep\\_application.pdf](http://www.wiu.edu/coehs/teacher/advising/tep_application.pdf)
  - Completed Safety Training Module
  - Completed English Language Learner Module
  - Created ELIS Account
- Read the *WIU Teacher Education Program General Handbook* at [www.wiu.edu/coehs/teacher](http://www.wiu.edu/coehs/teacher).

Candidates who fail to meet the Office of Teacher Education deadlines may appeal to the Selection, Retention, and Appeals (SRA) Committee to continue with the program timeline. However, committee approval may only be granted to those demonstrating a **valid case for exceptionality**. Appeal forms are available online at [www.wiu.edu/coehs/teacher](http://www.wiu.edu/coehs/teacher). Appeals should be made no later than the tenth day of classes the semester preceding the student teaching semester.

# TEACHER EDUCATION CHECKLIST

- Complete the Teacher Education Program (TEP) application including the Safety Training, English Language Learner modules, and creating your ELIS account.
- Maintain the required cumulative and major GPAs, and achieve a C- or better in all coursework for your major.
- Submit your Student Teaching Application materials including resume and application letter (cover letter) **one year** in advance of your student teaching semester; **March 1** (spring student teaching) or **October 1** (fall student teaching).
- Complete the Application for Graduation during the second semester of your junior year via the webform at <https://www.wiu.edu/registrar/gradapp.php> (Printed applications are not accepted.)
- Successfully complete all graduation coursework requirements (except student teaching courses) prior to your student teaching term. Consult with your academic advisor and the University catalog for details.
- Complete the Clearance Forms for Student Teaching **one semester** in advance of your student teaching semester; **March 1** (fall student teaching) or **October 1** (spring student teaching).
  - Complete Professional Educator License (PEL) application.
  - Attempt Content Test(s) and keep us in the loop on your status (also TLP-Spanish for Multilingual majors and OPI for World Language majors).
  - Complete [Mandated Reporter Training](#) and [Status Form](#). Submit the completion certificate and Status Form.
  - Sign the Illinois School Code acknowledgement: physical exam and Code of Ethics statements.
- Register for your student teaching coursework as soon as allowed. This includes clearing all of your account holds - immunization, judicial, financial, etc. *You cannot begin student teaching without being registered for the appropriate classes due to liability insurance!*
- Provide official verification of a fingerprint background investigation to the school district in which you are placed. Candidates completing student teaching in Chicago Public Schools must work with Lisa Litchfield as to when background checks are required. **Please note that some districts may require the background check to be completed within 90 days of your start date for student teaching.**
- Attend the professional development workshops both semesters and Education Career Fair (spring semester only) scheduled during your student teaching semester even if you have secured a post-graduation job. More information is available at <https://www.wiu.edu/careers>

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- Candidates may not take any additional coursework while student teaching.
  - Candidates must have departmental recommendation prior to student teaching.
  - If you are student teaching in the Fall semester, coursework taken during the summer course immediately prior to your student teaching semester is limited to program/degree requirements (rather than general education, etc.) and must be completed at WIU, Macomb or QC campus due to the tight time frame between the end of the summer term and the start of your student teaching term. If you want to take coursework elsewhere, an [appeal](#) is required prior to enrollment in the course. The deadline to appeal is April 1. Please contact your advisor for additional information.
  - All coursework (including transfer coursework and independent study) must be completed and a final grade (including grade changes) recorded on your WIU transcript by July 31 (fall student teaching) or December 20 (spring student teaching). An "Incomplete" in any coursework is a deficiency.
  - **STUDENTS WHO DO NOT SATISFY ALL TASKS WILL BE CANCELED FROM STUDENT TEACHING.** Please contact your teacher education advisor immediately if you have any questions or concerns about this notice. Macomb Campus Phone: (309)298-2117, Quad Cities Campus Phone: (309) 762-3999, ext. 62325

## STUDENT TEACHING Terms & Definitions

**APPLICATION:** An application to student teach must be made one year in advance of the student teaching semester. If you are uncertain about your eligibility for a specific semester, please contact your Office of Teacher Education academic advisor to review your academic plans.

Each candidate is responsible for submitting the student teaching application to the Office of Teacher Education on or before March 1 (spring student teaching) or October 1 (fall student teaching)

**APPLICATION CHANGES:** Once your student teaching application has been submitted, do not expect to change your first choice region selection or the preferred grade level. We will have started the initial phase of site selection, and last-minute changes can circumvent our best efforts to obtain quality school settings.

**ASSIGNMENT:** All student teaching assignments are arranged through the Office of Teacher Education. Field-based University Supervisors reside within the geographic regions we serve, and they are charged with the responsibility to identify and finalize all assignment information. Under no circumstance should candidates attempt to arrange their own assignment in our geographic regions.

Assignment information, if finalized, will be given to candidates by the end of the semester preceding the student teaching semester. If finalized information is not available, the candidate is encouraged to contact the Coordinator of University Field and Clinical Experiences for any information available at that time.

**BACKGROUND INVESTIGATION:** All student teacher candidates must complete a background investigation prior to student teaching. Background checks are specific to each district and should not be done until directed to do so by the Coordinator of Field and Clinical Experience. Student teachers will be responsible for payment to complete background checks.

**CAMPUS ACTIVITIES:** During your student teaching experience, you should not plan to retain an active role as an officer of an organization, participate in athletics, have newspaper responsibility, or have extracurricular activities (athletics, band, chorus, dramatics, resident halls work, etc.) that will interfere with your full-time responsibilities as a student teacher.

**CENTER FOR CAREER PREPARATION AND EMPLOYER ENGAGEMENT:** Visit the Center for Career Preparation and Employer Engagement (both campuses or on-line at [www.wiu.edu/careers](http://www.wiu.edu/careers)) to get assistance with revising your resume, letter of application/cover letter, and other professional documents including professional portfolios. The Center also conducts mock interviews to enhance your interviewing skills and identify your strengths and weaknesses in that setting. The Handshake system (<https://wiu.joinhandshake.com/login>) allows you to upload your resume and search for available teaching positions. To make an appointment, please contact the Center at (309)298-1838.

**CHANGE IN STATUS:** If you have a new address or phone number, please notify the Coordinator of University Field and Clinical Experiences at (309)298-2117. Oftentimes, this department contacts a candidate to set up a scheduled interview with a prospective mentor teacher and/or building administrator. Also, notify the Office of Teacher Education (309)298-2117 if you drop out of the WIU Teacher Education Program. This notification will allow the Coordinator of Field and Clinical Experience, school district, and cooperating teacher to be alerted well in advance of the start date for student teaching.

If you are not going to be enrolled in courses at WIU the semester prior to student teaching, please inform the Coordinator of University Field and Clinical Experiences at (309)298-2117 so we can find ways to keep you informed.

**CONTENT EXAM:** By State law all teacher education candidates must pass the applicable content/subject matter exam(s) prior to being licensed. Teacher education candidates **will be cleared to student teach after taking (attempting) the exam(s) with the deadline of March 1 (fall student teaching) or October 1 (spring student teaching).**

**COURSE WORK WHILE STUDENT TEACHING:** All WIU coursework must be completed prior to student teaching. Candidates are prohibited from taking courses while student teaching.

**ELL MODULES:** All teacher education candidates must pass the English Language Learners (ELL) modules prior to being fully accepted into the Teacher Education Program (TEP). The assessment is focused on gaining an understanding of basic ELL terms and acronyms through multiple choice and true/false questions [wiu.edu/ELL](http://wiu.edu/ELL). If you have questions, please contact Kim Moreno (309)762-3999 ext. 62325.

**EMAIL:** You must utilize your WIU email address for all University-related correspondence. This is the only email address we will use in sending information concerning WIU business. You will continue to have access to your WIU email for one (1) year after graduation.

**GRADING:** All student teaching courses are graded S/U only.

**HOMETOWN:** If your hometown falls within the regions served by WIU, candidates may opt to reside at home during the student teaching semester. However, if this is not the case, candidates must be prepared to plan finances and secure temporary housing in the region of their student teaching.

**HOUSING:** Unless you are assigned within commuting distance of the WIU campus, you are expected to reside in an off-campus community for your student teaching experience. For those candidates approved to teach in and around the Macomb region, the University Housing has information about contracts and other regulations involving residence halls and off-campus housing.

While student teaching applications are due one year in advance of student teaching, all candidates are instructed not to reduce their flexibility by signing rigid housing leases in the Macomb, Quad Cities, or surrounding areas.

**LICENSURE:** Candidates with questions regarding any aspect of the teacher licensure process should contact the WIU Licensure Officer in Horrabin Hall 40, or telephone (309)298-2117. We will guide you through the licensure application process with the State of Illinois.

**MANDATED REPORTER:** Complete the online [Mandated Reporter Training](#) (allow 60-90 minutes). Submit a copy of the completion certificate, along with the [Mandated Reporter Status Form](#), with the Clearance and Licensure materials to the Office of Teacher Education no later than March 1 (fall student teachers) or October 1 (spring student teachers) the semester prior to your clinical experience.

**ORIENTATION:** Student teaching orientation (required attendance) is held the semester prior to student teaching. During orientation, you will meet the University Supervisor responsible for placing and supervising for the student teaching semester. The supervisor also will outline all professional expectations for student teaching and answer your questions about the experience. In addition, you should plan to attend individual area seminars as well as appropriate workshops conducted in the region where you are assigned. Your Field Supervisor will inform you about these events.

**PHYSICAL FITNESS REQUIREMENT:** Illinois School code states that new employees, including student teachers, may be requested to provide evidence of physical fitness to perform the duties assigned and freedom from communicable disease. It will be your responsibility to comply *if requested by a hosting school district during your student teaching assignment.*

**REGISTRATION:** Candidates must be officially registered with the University prior to beginning student teaching. Clear of all registration encumbrances (immunization, judicial, financial, etc.) by April 1 for fall student teaching and November 1 for spring student teaching. Contact the office at (309)298-2117 if this is not possible due to extenuating circumstances. You must be registered for the appropriate courses to begin and continue in your student teaching placement due to legal restrictions.

**SELECTION AND RETENTION APPEAL COMMITTEE:** This committee considers [appeals](#) particular to Teacher Education students ranging from late TEP, student teaching, and licensure applications, student teaching location requests that fall outside of the geography of our typical placement, course waivers, etc. Your academic advisor will work with you if an appeal is necessary for your circumstances.

**SPECIAL ARRANGEMENTS FOR STUDENT TEACHING PLACEMENT:** Requests to student teach “out of area” are considered for exceptional circumstances only. To be considered for this type of placement, a candidate must [appeal](#). Questions should be directed to Lisa Litchfield, Horrabin Hall 40, (309)298-2117.

**STUDENT TEACHING:** The academic semester of student teaching is a full-time commitment for a minimum of sixteen full weeks (you will pay for 12 semester hours), depending on the requirements mandated by specific departments and licensure requirements.

**STUDENT TEACHING AT HOMETOWN SCHOOL(S):** Because it is the goal of the Western Illinois University Teacher Education Program and a requirement of our accreditation to provide a diverse teacher education preparation program, candidates are not allowed to return to their hometown school(s) to student teach. A request to student teach in your hometown school(s) will be considered a special arrangement (see [appeal](#) process).

**SUMMER STUDENT TEACHING:** There is no provision for summer student teaching at WIU.

**WORKING WHILE STUDENT TEACHING:**

Candidates are strongly discouraged from being employed while student teaching. Should employment interfere with the student teaching assignment requirements, the student teacher will be required to either terminate employment or the student teaching assignment.

## CONTENT AREA TESTING

<http://www.il.nesinc.com/>

Most ILTS tests are administered year-round by appointment, Monday through Saturday (excluding some holidays).

Registration for testing is available only on the Internet by selecting "Register Now" on the ILTS website.

**You should try to register as early as possible before your desired test date, as seating is limited.** Before registering, you may check real-time seat availability and review test center locations.

- Check seat availability for **ILTS custom tests** at [www.pearsonvue.com/es/sa/](http://www.pearsonvue.com/es/sa/).
- Locate a test center at [www.pearsonvue.com/es/locate/](http://www.pearsonvue.com/es/locate/).

**Important Note:** *Some exams for Evaluation Systems require special arrangements and may not be available at all of the test centers listed below. For information on a specific exam, please sign into your web account. Due to the amount of time required to process a registration, you may not be able to schedule an appointment to test if you register within three calendar days of the day on which you plan to test. Additional locations are available other than the ones listed below. Note: There is a two-week waiting period between testing dates.*

### Macomb Testing Location

Spoon River College Outreach Center  
2500 E. Jackson Street  
Macomb, IL 61455  
(309)833-6017

Pearson Professional Centers-Davenport  
100 East Kimberly Road; Suite 401  
Northwest Bank & Trust Company  
Davenport, Iowa 52806

### Quad City Locations

Black Hawk College 6600 34th Avenue  
Moline, Illinois 61265

Rock Island County Regional Office of Education  
3430 Avenue of the Cities  
Moline, Illinois 61265

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Have questions or need help? Contact us!

Lisa Litchfield  
Field and Clinical Coordinator  
Horrabin Hall 40  
(309)298-2117  
[LA-Litchfield@wiu.edu](mailto:LA-Litchfield@wiu.edu)

Katrina Daytner  
Associate Dean, College of Education & Human Services  
Horrabin Hall 40  
(309)298-2117  
[KM-Daytner@wiu.edu](mailto:KM-Daytner@wiu.edu)

Jeanne Gage, Macomb Advisor  
Horrabin Hall 40  
(309)298-2117  
[JC-Gage@wiu.edu](mailto:JC-Gage@wiu.edu)

Kim Moreno, QC Advisor  
QC Campus, Rm 1416H  
(309)762-9481, ext. 62325  
[KM-Moreno@wiu.edu](mailto:KM-Moreno@wiu.edu)

Jill Bisbee, Licensure Officer  
Horrabin Hall 40  
(309)298-2117  
[JM-Bisbee@wiu.edu](mailto:JM-Bisbee@wiu.edu)

### **Part III - LETTER OF APPLICATION (Cover Letter)**

**Purpose:** This document is the first impression the school/building administrator will have of you as a professional educator and will influence how they view you as a member of their staff during your student teaching semester and as a potential full-time employee in the future.

Your Letter of Application gives them some hints about what they can expect from you as an employee including

- Attention to detail,
- Writing ability, and
- Professionalism.

#### **Format:**

- Length and Content - Three (3) paragraphs (see sample)
- Font - Times New Roman, Arial, Calibri in size 10-12
- Spacing - Single spaced. Centered horizontally with appropriate margin widths.
- Design - No designs as those are often distorted and unreadable when scanned into HR databases

#### **Resources:**

- WIU Center for Career Preparation and Employer Engagement [www.wiu.edu/careers](http://www.wiu.edu/careers).
- University Writing Center [www.wiu.edu/uwc/](http://www.wiu.edu/uwc/).
- Indeed [www.indeed.com/career-advice/resumes-cover-letters/cover-letter-student-teacher](http://www.indeed.com/career-advice/resumes-cover-letters/cover-letter-student-teacher)

*Your street address while attending WIU*  
*Your city, state, zip code*  
*Date*

*(insert at least 4 blank lines here)*

*Dear Building Administrator:*

*Paragraph 1-* This paragraph is your introduction to the building administrator. You are requesting consideration for a student teaching position in his/her school district. Your major should be identified. There should be at least three sentences.

*Paragraph 2-* Respond to the following: “Given that the ultimate goal of the WIU Teacher Education program is the empowerment of all learners, and keeping what you have learned about students and the factors that impact student learning in mind, discuss your goals as a future teacher specifically related to making a positive impact on student learning.” Your response should be at least five sentences.

*Paragraph 3-* Summarize why you would be a positive addition to the host school during your student teaching experience. Identify your skills and abilities. Emphasize your strengths. There should be at least three sentences.

*Sincerely,*

*(leave at least 4 blank lines here for your hand-written signature above your typed name)*

*Type Your Name*



## Part IV - RESUME

The resume works in conjunction with the Letter of Application (cover letter) and focuses on your strengths, experiences, and achievements.

- Focus on experiences where you gained skills or knowledge relevant to being a teacher, including any experience working with children: camp counselor, tutoring, Scouts, church, pre-clinical fieldwork, etc.
- Look at the resume from the reader's (employer's) point of view
- Focus on being thorough and detailed, yet brief and concise - the best resumes are one page.
- Select appropriate resume headings such as:
  - *Education*-List community college only if you have a degree. Do not list high school.
  - *Educational/Teaching Experience*-Camp counselor, tutoring, field experience, other work with children; Include description of all **pre-clinical field experiences** you have completed, are currently enrolled in, or will be completing before student teaching. Reflect on your experiences in coursework such as C&I 370, 371, 470; ECH 380, 381, 480; EDS 303, 304; SPED 280, 460, 430, etc.
  - *Other Work Experiences* that show that you have previously held a job (limit to previous four years).
  - *Skills or Training* - technology software (Quizlet, Blackboard, etc.), 2nd language, CPR, Mental Health First Aid, advocacy work, etc.
  - *Affiliations (or Memberships), Honors, Scholarships, etc.* - Aspiring Educators, Golden Apple, Council for Exceptional Children, Great River Teaching Corps, Dean's List, etc.

### Resume Style

- **Font:** "Times-Roman", "Arial", "Calibri". The sizes should range from 10 to 12.
- **Spacing:** Single spaced. Center on page with appropriate margin widths.
- **Paper:** white (no designs).
- **Length:** One page is best, but two is acceptable if you have substantive content to fill at least half of the second page
- **Format:** Use "bullet points" rather than paragraphs to highlight accomplishments.
- **References:** Not needed for this resume

# PAT EDUCATOR

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(309) 298-0000

[p-educator@wiu.edu](mailto:p-educator@wiu.edu)

Additional Options: LinkedIn or Website

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**EDUCATION**                      **WESTERN ILLINOIS UNIVERSITY, Macomb, IL**                      **GPA: 3.23/4.0**  
**Bachelor of Arts**, December 2025                      Major GPA: 3.56/4.0  
Major: English Education                      Academic Dean's List  
Minor: History  
Licensure: 9-12

**TEACHING EXPERIENCE**

**High School Field Work**, Macomb, IL                      To be completed Spring 2025

- Plan to create and teach lessons according to Illinois teaching standards

**West Prairie Middle School**, Colchester, IL (6<sup>th</sup> grade)                      Fall 2024

- Observed a team of three teachers employing an integrated approach to language arts and social studies instruction
- Utilized various teaching strategies to encourage student participation
- Developed and taught a unit on poetry
- Designed quizzes and graded homework assignments
- Maintained classroom rules and procedures

**RELATED EXPERIENCE**

**Consultant Writing Center, WIU, Macomb, IL.**                      Spring 24-present

- Help students address issues such as purpose, audience, and organization with regards to their writing assignment
- Teach proof-reading strategies
- Help students understand and revise the grammatical errors they make the most

**Counselor, Camp Atwater**, North Brookfield, MA                      Summers 2023-2024

- Provided a safe learning environment for 25 campers, ages 7-14
- Supervised daily educational activities and social outings

**Resident Assistant, Western Illinois University, Macomb, IL**                      Fall 2024-Spring 2025

- Developed educational programs and social activities for 175 women
- Counseled residents with academic, social, and emotional concerns
- Enforced policies and disciplined students using an educational approach

**ACTIVITIES**

National Council of Teachers of English                      Habitat for Humanity  
Alpha Kappa Alpha                      Resident Assistant Council  
Aspiring Educators

**SKILLS**

Blackboard                      Sign Language  
Microsoft Word, Excel, and PowerPoint                      Quizlet

**WORK EXPERIENCE**

Student Assistant, Library, WIU, Macomb, IL                      2022-2023  
Sales Associate, Borders Books, Davenport, IA                      2021-2022