STUDENT TEACHING APPLICATION INSTRUCTIONS

Please review these documents but wait until you have attended a Student Teaching Application Meeting to begin preparing your application packets. Write down any questions you might have and ask them during the meeting, as the Director of Field Services will be reviewing all the materials and will be happy to answer your questions.

We are here to help you, and we want you to be successful. Professional behavior is an expectation of all teacher candidates. Meeting deadlines, attending meetings, and responding promptly to email inquiries demonstrate readiness for student teaching.

Rev. 9/21

Fall 2027 APPLICATION FOR UMF STUDENT TEACHING

Rev. 10/26

NAME: _____ ANTICIPATED GRADUATION DATE: _____

Pronoun: Mr.___ Ms.___ Mrs.___ Miss___ Mx.___ Other:_____

MaineStreet STUDENT ID#: _____

How would you like to be addressed:
He _____She _____ They _____ Other-please specify _____

I am enrolled in the following Minor:
___ Special Education Certification Track (24 credits)
___ ESOL(English for Speakers of Other Languages)

E-MAIL: _____ CELL/LOCAL PHONE: _____

I authorize UMF Field Services to contact the following in case of an emergency:

EMERGENCY CONTACT INFORMATION: **(Please notify of any changes)**

CONTACT #1:_____ CONTACT #2:_____
RELATIONSHIP:_____ RELATIONSHIP:_____
PHONE: _____ PHONE: _____

NAME OF ACADEMIC ADVISOR:_____ FIRST SEMESTER YOU ENROLLED AT UMF: _____
i.e., Fall 2021

YOUR UMF EDUCATION PROGRAM OF STUDY:
Early Childhood Education (ECH) B-5(K) _____ (P)K-3 _____ (choose all that apply)
Early Childhood Special Education (ECS) B-5 _____ K-3 _____ (choose all that apply)
Special Education (SED) K-8_____ 7-12_____ (choose one)
Elementary Education (ELE) _____ Please specify your Concentration or Minor_____
Secondary/Middle: (choose one) English (SEN) _____ Social Studies (SSS) _____ Math (SMS) _____
Secondary Science: Please specify Life Science____ OR Physical Science ____ (choose one)
School Health Education _____
Physical Education _____
World Language - Please specify French_____ OR Spanish _____ (choose one)

WHERE WILL YOU RESIDE DURING STUDENT TEACHING?
Address:_____

SEE ATTACHED PLACEMENT INFORMATION GUIDELINE SHEET BEFORE MAKING YOUR CHOICES.
LIST IN ORDER OF PREFERENCE **THREE** STUDENT TEACHING PLACEMENT CHOICES, ONE (1) BEING YOUR FIRST CHOICE, (2) BEING SECOND, ETC. A LETTER MUST ACCOMPANY A REQUEST FOR AN OUT-OF-AREA PLACEMENT.

____ LEWISTON/AUBURN REGION ____ JAY/LIVERMORE/RUMFORD REGION
____ GREATER FARMINGTON REGION ____ MADISON/SKOWHEGAN REGION
____ AUGUSTA/WATERVILLE/OAKLAND ____ SOUTHERN MAINE REGION
____ I AM INTERESTED IN STUDENT TEACHING ABROAD or OUT OF STATE
____ I HAVE ATTACHED A REQUEST

TRANSPORTATION: ____ I HAVE A CAR ____ I DO NOT HAVE A CAR **(IT IS THE STUDENT'S RESPONSIBILITY TO FIND TRANSPORTATION)**

Have you ever been convicted of any crime other than a traffic offense? __Yes __No
(If YES, please attach a single copy of a written explanation.)

Proof of fingerprinting & criminal history record check is required **before** student teaching. If you are a person with a disability and will need any accommodations to participate in Student Teaching, please contact Noel Wilson at 778-7171 or noel.wilson@maine.edu to discuss your personal needs.

SIGNED _____ DATE _____

FALL 2027 STUDENT TEACHING
IMPORTANT EVENTS AND DATES

1) Student Teaching Application Information Meetings:

Dean's Conference Room, 238-A Education Center

Tuesday, November 10, 2026	12:30 – 1:30 pm
Thursday, November 12, 2026	4:00 - 5:00 pm
Friday, November 13, 2026	12:30 – 1:30 pm

2) Student Teaching Interview Information Meetings:

Dean's Conference Room, 238-A Education Center

Wednesday, February 3, 2027	9:30 – 10:30 am
Wednesday, February 3, 2027	12:30 – 1:30 pm
Thursday, February 4, 2027	4:00 – 5:00 pm

3) Student Teaching Placement Information Meetings:

Dean's Conference Room, 238-A Education Center

Thursday, April 22, 2027	10:00 – 11:00 am
Thursday, April 22, 2027	11:30 – 12:30 pm
Thursday, April 22, 2027	4:00 – 5:00 pm

We schedule these meetings a year in advance, so you have time to schedule your work and other obligations around them. Class always comes first. DO NOT ASK YOUR PROFESSOR TO BE EXCUSED FOR THESE MEETINGS. You must choose one of each of these meetings to attend. You do not need to notify us of your choice, unless you are unable to attend any of the specified times because of conflicts with your class schedule. In that case, contact Kristin Hickey kristin.hickey@maine.edu to make alternative arrangements.

CALENDAR FALL 2027

Student teachers always follow the **public school district calendar** in which they are working. This can vary from the UMF academic calendar in some cases.

APPLICATION FOR UMF STUDENT TEACHING
Fall 2027
READ AND KEEP THIS PAPER

Goal of Field Supervision: Our teacher candidates will learn to take control of themselves as professionals and transition into the teaching profession as an Educational Leader of the 21st Century who is a *CARING TEACHER, COMPETENT EDUCATOR,* and *COLLABORATIVE PROFESSIONAL LEADER*

IMPORTANT EVENTS & DATES

During **Advising Weeks** – Fill out Google form online at Fall 27 Google Form **Before uploading** your application, you **must** attend one of the following **Student Teaching Application Information Meetings**:

Tuesday, November 10, 2026	12:30 – 1:30 pm	All meetings will be in the
Thursday, November 12, 2026	4:00 – 5:00 pm	Dean's Conference Room
Friday, November 13, 2026	12:30 – 1:30 pm	238-A Education Center

December 1, 2026 – DUE DATE for students that hope to Student Teach Abroad – a separate application is required. Pick up and submit applications in the Office of Global Education, 105 Fusion Space.

November 15, 2026 – All applications completed and **uploaded** to your assigned Google folder.

February 3-4, 2027 – Attend a meeting to discuss preparation and SIGN UP for interviews, Dean's Conference Room, 238A Education Center. SEE IMPORTANT DATES AND TIMES sheet.

February 22-26, 2027 – INTERVIEWS with Student Teacher Supervisors

April 22, 2027 – Attend a meeting regarding Fall 2026 placement information, Dean's Conference Room, 238A Education Center. SEE IMPORTANT DATES AND TIMES sheet. Set up school meetings as soon as possible. Upload signed mentor/principal interview forms to Google folder.

To begin the placement process you **need** to upload a student teaching application packet, containing a copy of the application form, a letter of introduction, and an updated resumé. Packets will be shared with your mentor teacher and the administrator in your placement school, as well as your field supervisor. It is important that your application packets be neat, clear and concise, and that your letter of introduction presents an interesting, engaging overview of you as a teacher of the 21st century and as a unique person. THINK before you write, PROOFREAD, and have another person proofread all your materials.

UPLOAD the packet materials to your shared Google folder by **November 15, 2026.**

Student Teaching is the final phase of your professional course work and is the critical time for you to demonstrate your knowledge, skills and dispositions as they relate to the teaching profession. The success of your student teaching experience is based on how you apply what you know, understand and are able to do, in relation to content knowledge, general and specific pedagogical knowledge, and how you apply what you know about students, families, communities and schools to assure success for all students. Student teaching emphasizes professional growth through reflective practice, acting on feedback, working collaboratively, and being respectful to students, families and colleagues.

Important Information: All eligibility requirements **must** be completed before you can do your Student Teaching, including meeting program grade requirements and completing the fingerprinting and criminal history record check (CHRC). All materials must be uploaded to your shared folder before you can be interviewed.

DO NOT arrange your own placements. A specific protocol needs to be followed by UMF. PLEASE ADVISE OF ANY CHANGES IN ADDRESS. Check UMF e-mail regularly for information about Student Teaching.

Contact: Noel Wilson, Director of Field Services, 778-7171; noel.wilson@maine.edu or
Kristin Hickey, Administrative Specialist, 778-7263; kristin.hickey@maine.edu
University of Maine at Farmington
186 High Street
Farmington, ME 04938

Rev. 10/25

Planning for Student Teaching Placements

We take the placements for student teachers very seriously. We consider the financial demands of our teacher candidates, and most importantly the effect that this 15 credit semester long experience provides for your future as professional educators. A critical goal of our program is for you to be a highly successful beginning teacher, which will afford you the best job opportunities, whether teaching in the state of Maine, other states, or internationally. Since we are accredited by the state of Maine and CAEP, we MUST meet guidelines related to CAEP Standards for student teaching.

We begin the placement process a year in advance and **PLANNING AHEAD FOR HOUSING, TRAVEL and Other Expenses When Student Teaching** is essential for all Education majors.

Parameters that we work with:

- In order for you to continue learning how to be successful in helping all students learn, placement schools with the following populations are most desirable:
  - English Language Learners (ELL)
  - Racial, ethnic and cultural diversity
  - Broad socio-economic status
- Placements are made by UMF field supervisors. Please refrain from making your own placement.
- Requests for placement in schools you have formerly attended is thoroughly considered before being approved.
- Your second and third choice placement areas must be realistic options. We distribute the cohorts based on the regions of the available field supervisors.
- The more you can tell us about your individual circumstances, the more likely we are to place you where you can be successful.
- See the document for the procedure for special requests and/or out of area placements.

See the Student Teaching Application for a list of towns and areas that are considered customary placement areas for student teaching.

Student teaching is the culminating field experience for UMF Education majors. It is extremely important in preparing students for their professional lives. When a student is approved for a special placement, it is important to understand that the student must assume additional responsibilities to successfully complete UMF's requirements for student teaching. Communicating and being comfortable with the use of technology are critical.

PROCEDURE FOR OUT OF AREA PLACEMENTS, INCLUDING INTERNATIONAL PLACEMENTS

Director of Field Services:

1. Reviews the students' *special* request.

2. Meets with the student to discuss the *special* request, if located outside of UMF's customary placement areas.

3. Makes a decision regarding the request by reviewing the student's practicum experience(s) and talking with the student's academic advisor. The student's academic record will be reviewed, with the expectation of a GPA of 3.0 or higher.

4. Communication, follow-through, and work ethic are essential dispositions that must be demonstrated throughout the process.

5. Advises the student of decision regarding the *special* request; not all requests are approved. If request is approved, see 6 through 8.

6. For International Placements, students must submit an application with the Office of Global Education, 105 Fusion Space. Deadlines for submission are December 1st for the following Fall semester, and April 15th for the following Spring Semester. Students will work with both the Assistant Director of Global Education and the Director of Field Services throughout the application process. Expectation of a GPA of 3.0 or higher.

7. The student interviews with a student teaching supervisor.

8. The placement process proceeds.

PLEASE NOTE: Any additional expenses, paperwork or procedures beyond what UMF does for our student teachers will be the responsibility of the student making the *special* request. **UMF Field Services will make the placement contacts and will make the placements, or will work with the UMF Office of Global Education.**

Please contact Noel Wilson, Director of Field Services, with any questions you may have regarding *Special Request Procedures*: noel.wilson@maine.edu, 778-7171 or Administrative Specialist, Kristin Hickey, kristin.hickey@maine.edu, 778-7263.