



**University
of Dayton**

Student Teaching/Clinical Experience Application Process

1. Complete the Student Teaching/Clinical Experience Application, Good Moral Character Form, and Professional Statement

- You can find the forms on the website:
https://udayton.edu/education/departments_and_programs/edt/ed_field_office.php
- **Follow the instructions** – there are two Google forms and one PDF (professional statement).
- The Google forms will go exactly where they need to be after you complete them.
- The PDF professional statement, you will need to email to the education field office at efo@udayton.edu.
- All of the application must be completed on time to avoid the \$50 late fee.
- If there are special circumstances, such as eligibility for ADA accommodations, military obligations, or other legitimate considerations impacting clinical placement, please include a description on the application.
- Transportation to and from the school site is the responsibility of the student intern. However, the education field office will work with extenuating circumstances and share resources.

2. Registration for Student Teaching/Clinical Experience

- Once approved for your student teaching/clinical experience, it is your responsibility as the student to register using the web registration system for your required coursework.

3. Student Teaching/Clinical Experience Placement Procedures and Information

- Eligibility for student teaching/clinical experience will be verified by the department of teacher education. **Verification process includes: completion of required courses, overall GPA in professional education courses and concentration courses, and departmental approval.**

- Placement preferences requested on the application will be given consideration.
- Faculty and the education field office will collaborate to discuss placements.
- All student teaching/clinical experiences are processed through the education field office. Student interns are not permitted to arrange their own placements.
- Student interns will be notified in Anthology for their student teaching/clinical experience when it is approved by the district, school, and program coordinators.
- Upon receiving email notification of placement confirmation, student interns will initiate contact with the clinical educator or school representative to arrange their first visit to the school.
- A “late fee” of \$50 will be assessed if the paperwork is not submitted by the due date. **Placements will not be guaranteed if the application is late.**
- Student interns will not be placed in a school district where relatives attend or are part of the staff.

4. Student Teaching/Clinical Experience Opening Seminar

- You **must** attend opening seminar and all following seminars – **it is required.**
- The purpose is to review your responsibilities as a student intern as outlined in the Clinical Experience Handbook. You will connect with your university liaison and program coordinator. You will learn information from Career Services and discuss educational legal issues related to student teaching/clinical experience. This is a time to ask questions and feel supported by UD faculty and staff.
- **Attendance will be documented for every seminar.**
- University of Dayton insurance covers liability for student interns who are registered for clinical courses.
- Student interns need to verify that their health insurance will cover any accidents that may occur in the classroom.

5. Other Important Information

- Student interns will follow their assigned school’s schedule and **not** the University of Dayton’s calendar. **This includes holidays and spring recesses.**
- If the student intern has an excused absence due to illness or emergency, they must contact the clinical educator, liaison, and principal’s office to report their absence. **All absences are required to be made up during the final week of the term.**
- The education field office is here to support you! You can contact the office anytime at 937-229-3264. We are wishing you a wonderful semester!