



**BALL STATE
UNIVERSITY**

**Office of Teacher Education
Services and Clinical Practice**

Student Teaching Step-by-Step Application Guide

From Application Submission to Starting Day One



Step #1



Step#2



Step#3



Step#4



Step#5

Designed for Future Student Teachers at Ball State

Office of Teacher Education Services and Clinical Practice

2024-25

Congratulations!

You've studied and worked hard. You've completed coursework and taken countless tests, and you are looking forward to achieving your dream of stepping into your own classroom! Before starting day one, there are requirements you need to accomplish to ensure you are informed, prepared, and ready to go for a successful start. We've designed this **Step-by-Step Guide** to help you get to the next big event - STUDENT TEACHING!



Step #1- Attend a Virtual or On-Campus Student Teaching Application Meeting

The first step in the process toward becoming a student teacher at Ball State University is to attend one of several Student Teaching Application Meetings that are held around campus or online. We publicize the dates and times for these meetings by posting fliers around campus, and sending emails to faculty. If you have any questions, you can always contact us at otes@bsu.edu or stop by and visit us in TC205. We're happy to help.

IMPORTANT: While anyone may attend, you can ONLY apply to student teach if you have fully completed Decision Point 1 (undergraduates, transition-to-teaching does not have to meet the requirement), also referred to as "Admission to the Teacher Preparation Program." If you are unsure, contact your advisor and reference Degree Works for more information.

- At the meeting, you will be introduced to the staff of our office, learn more about the application process, learn about possible placements for student teaching (both here in Indiana and in other locations), and ask any questions you may have about your specific situation. Virtual options allow for questions in a subsequent opportunity.
- You will also see a vital demonstration of how to complete the application itself and receive hints and tips so that potential schools will be impressed with your responses! In addition, you will find out how to get help with the construction of your answers so that your application stands out from the crowd!
- If you are considering completing your student teaching in Germany; Quantico, VA; Aldine, Texas; through Grow Your Own (GYO); Transition to Teaching (T2T) or one of several other opportunities, you will learn about the informational meetings designed to help you make an informed decision.

**Before this step is considered complete, you will need to sign and submit some important documents that we must have to begin processing your application for student teaching.



Step #2- Attend Student Teaching Orientation

One semester prior to the start of your student teaching placement you will attend a Student Teaching Orientation. For example, if you plan to student teach in the spring 2026, your orientation will occur in the fall 2025 semester. At that time, you will receive an update of your official placement. This meeting is designed to help you become familiar with the policies, procedures, assessments, and mindset of student teaching. You will learn about the requirements of student teaching, how to get started on the right foot, and the training you must complete before you begin your placement.

As a result of our time together you will:

- Better understand the assignments, assessments, and requirements during student teaching, including edTPA.
- Understand what online training you must complete before your student teaching assignment begins. For example, all student teachers must complete the Bloodborne Pathogen training online.
- Understand the importance of the “support triad.” Understanding the roles of your future mentor teacher, your university supervisor, and your role as a student teacher are critical to success in student teaching.
- Better understand the policies and procedures that govern student teaching, including your rights as a student and how to navigate through challenging situations.
- Understand what interaction is required and permissible with your school prior to the start of day one. While a specific prerequisite meeting is required, some students choose to additionally volunteer in the classroom to be better prepared.



Step #3- Review the Digital Orientation Files and attend Open Zoom Training Sessions

Between the end of orientation and the beginning of your student teaching placement, there are materials you must review, and there are open Zoom sessions that dive into student teaching details for your benefit. Examples include, edTPA, creating good communication with your mentor teacher, and understanding the co-teaching model. You will receive directions on how to view these digital materials during orientation and in the months leading up to your start.



Step #4 – Complete a prerequisite meeting with your mentor teacher prior to the start of your placement.

Student teachers are required to engage with their mentor teachers prior to day one of the student teaching experience. Directions are provided during orientation on how to ensure this time is productive and effective.



Step #5 - BEGIN STUDENT TEACHING!

Congratulations! You are now prepared to start day one in your student teaching assignment. Your start date will begin with your school schedule, not that of Ball State. Your university supervisor, the individual in charge of your student teaching course, is assigned the month prior to your start. This is your experience, and you will get out of it, what you put into it. Cherish it and enjoy it, as it will serve you well for the rest of your educational career.