



COLLEGE OF EDUCATION AND HUMAN SERVICES  
UNIVERSITY OF WISCONSIN OSHKOSH

DIRECTIONS FOR APPLYING FOR ADMISSION  
TO STUDENT TEACH IN THE act! PROGRAM



**Criminal Background Check (CBC):** As part of your admission to student teaching, you should have on file a Criminal Background Check (Wisconsin Statute 165.82). If you have not previously had a background check, the processing fee is paid at the Cashier's Office in Dempsey. This receipt must be attached to the front of your application at which point the Background Check will be run. If there has been a change in your status, it must be noted on your student teaching application. Some districts are now requiring a fresh CBC and, in one case, a drug test prior to field experiences in their schools. You will be notified in your placement letter if you need to arrange for an additional background check. If so, take care of it immediately.

**TB Test:** Only one TB test is required for field experiences. If you need a TB test, Health Services will perform it for you; the fee can be paid at Health Services the same day as your test. If you prefer, you may make arrangements with your own physician for the TB test and provide a record of this test to University Health Services.

**Admission to Student Teaching:** Successful completion of the admission process, in conjunction with the passing scores on the PPST and the Praxis II exam/s, are a prerequisite for admission into student teaching. **A copy of your PPST and Praxis II exam scores must be included with your application.**

**Application to Student Teach:** Complete and submit 2 copies of the application. *Applications must be submitted to Tammy Ladwig no later than March 1 for fall student teaching and October 1 for spring (if the due date falls on the weekend, applications may be turned in the following Monday).* If your application is provided after the due date, it needs to be accompanied by a written statement explaining the reason for its tardiness. **Please note that you will follow the calendar of the school district in which you are a student teacher and that the length of your placement will be for a full semester in that school district.**

**Autobiographical Sketch:** In order for your university supervisors and cooperating teachers to learn about you prior to beginning student teaching, you will need to complete an autobiographical sketch. A copy of the sketch will be forwarded to your cooperating teachers and university supervisors. Your autobiographical sketch must be typed and no more than two pages in length. Please be sure that your name, student ID number, address, telephone number and email address are on the autobiography. Also include your major, minor, and licensure levels.

Your autobiographical sketch may include information on the following:

- Life-enriching experiences such as travel, job, hobbies
- Prior experiences with children in school or other settings (e.g. clinical experience)
- Involvement in university or extra-curricular activities or organizations, volunteer work
- Reasons for wanting to be a teacher, professional goals

Remember - This is your first contact with your cooperating teacher and, in many cases, your supervisor. First impressions are important. No typos allowed! Errors have cost former student teachers a desirable placement.

If you decide to withdraw from student teaching, notify immediately! The Registration Office at UW Oshkosh does not contact when a student withdraws, hence we will proceed with placing you in a school unless we hear from you.

**Registration:** Bonnie Gaskill at UW Oshkosh will register all students for their student teaching courses. You may check on your registration on Titan Web in mid-November or mid-April.



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Application for: \_\_\_ Fall Semester \_\_\_ Spring Semester Year: \_\_\_\_\_

Student Information:

Full Name: Last First M.I.
Address: Street Address Apartment/Unit #
City State ZIP Code
Home Phone: ( ) E-mail Address:
Alternate Phone: ( ) Alternate E-mail:
Student ID: Previous Name (if any)
Major(s): Minor(s):

Student Teaching Application is for (check one): \_\_\_ Mathematics \_\_\_ Broadfield Science
If Broadfield Science, these areas would be within my content expertise (check at least one, or up to 4):

- \_\_\_ Earth \_\_\_ Biology
\_\_\_ Physics \_\_\_ Chemistry
\_\_\_ Astronomy \_\_\_ General
\_\_\_ Environmental

Placement Status:

- \_\_\_ I need placement
\_\_\_ I already have been placed, or I am currently student teaching
(if checked, report placement below in "special request" area)

City in which you request a student teaching placement (see instructions for list). Your choices will be considered when making placements; however, we cannot guarantee assignments in the requested areas.

First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_

Will you have use of a car to travel to your placement? \_\_\_ Yes \_\_\_ No
Would you be willing to student teaching in a parochial school? \_\_\_ Yes \_\_\_ No
From which high school did you graduate? \_\_\_\_\_
City/State of high school? \_\_\_\_\_

List any area school districts in which a relative (i.e., parent, spouse, child) is involved:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_



Attach receipt to this form or take this form with you to the Cashier's Office to be stamped as "Paid".

**College of Education and Human Services**  
**University of Wisconsin Oshkosh**

**Procedures for Obtaining a Criminal Background Check**

A Criminal Background Check is required of students applying for Admission I, Student Teaching, or participating in field experiences.

I am requesting a Criminal Background Check and Caregiver Report for:

- Admission I - **submit completed form and receipt with application materials.** Background checks are processed through the Professional Education office and will be kept on file in the Dean's office.
- Student Teaching
- Internship
- Graduate program

**Wisconsin Residents**

The cost to process a Criminal Background Check is \$10.00. This fee is paid at the Cashier's Office, Dempsey 236. The Cashier's Office will stamp this sheet as "paid" or give you a receipt. Attach receipt to this page in the top right corner.

**Out-of-State Residents**

If you are not a resident of Wisconsin **or have lived outside of Wisconsin any time within the past three years, you must pay to have a Wisconsin Criminal Background Check processed as well as one from the state where you resided.** If you have served in the military in another state, an out-of-state background check will not be required. Please see Bonnie Gaskill in the Professional Education Office - N/E 113 for further information. Additional fees and forms are required.

**Complete the biographical information listed below.**

Name: \_\_\_\_\_  
*(first name) (middle initial) (last name)*

Date of Birth: \_\_\_\_\_  
*Month Day Year*

Soc. Sec # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Racial Heritage:

- White/Non-Hispanic
- African American/Black
- Other Asian/Pacific Islander
- American Indian or Alaskan Native
- Hispanic/Latino
- Southeast Asian: Cambodian, Hmong, Laotian, Vietnamese

Gender

- Male
- Female



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CHECKLIST FOR APPLICATION AND ADMISSION  
TO STUDENT TEACH IN THE act! PROGRAM



\_\_\_\_\_ Read the “directions for applying for admission to student teach in the act! program” found on page one of this document

\_\_\_\_\_ Attach the receipt for the processing fee for the Criminal Background Check (CBC) payable at the Cashier’s office in Dempsey to front of application

\_\_\_\_\_ Provide a record of a TB test to University Health Services. If you do not have a record, schedule a TB test with Health Services

\_\_\_\_\_ Complete and enclose the Autobiographical Sketch with your application

\_\_\_\_\_ Enclose a copy of your PPST and Praxis II exam scores with your application

\_\_\_\_\_ Complete and submit two copies of the application (pages 2-3) to:

***Tammy Ladwig, Ph.D.  
UW Fox Valley  
1478 Midway Road  
Menasha, WI 54952***

\_\_\_\_\_ Submit the application and required materials by the following deadlines, or attach a written statement with the reason(s) for the delay:

***October 1 for Spring  
March 1 for Fall***