

FORMS

Included in this section are the Forms used in the Teacher Education Program.

The application form for the Teacher Education Program and the Recommendation forms are available in the Education Office. These must be completed and returned to the Education Office for processing for admission into the Teacher Education Program. This should be done no later than the sophomore year after the completion of the prerequisite courses of EDUC 150, Historical & Philosophical Foundations of Education, and EDUC 249, Educational and Developmental Psychology (see page 7 for other requirements).

The Student Teaching application form is available in the Education Office and through the Education Department webpage. The requirements for application are found on page 36.

TEACHER EDUCATION PROGRAM - APPLICATION FOR ADMISSION
Olivet Nazarene University

Please print:

Name _____ ID# _____ College Box _____

Home Address _____

Intended Teaching Field: *Please check appropriate field*

Early Childhood
 Elementary Middle School Endorsement (optional)
 Secondary: Major _____ Minor _____
 K-12: Major _____ Minor _____

Courses that have been taken: *Please check those courses that you have successfully completed.*

<i>(Early Childhood Students)</i>	<i>(Elementary & Secondary Students)</i>
<input type="checkbox"/> EDUC 150(151) Hist & Phil of Educ	<input type="checkbox"/> EDUC 150(151) Hist & Phil of Educ
<input type="checkbox"/> PSYC 211 Child Dev	<input type="checkbox"/> EDUC 214 (Elem, Phys Ed, Soc Sci and Spanish Majors)
<input type="checkbox"/> EDUC 249 Educ & Dev Psyc	<input type="checkbox"/> EDUC 249 Educ & Dev Psyc
<input type="checkbox"/> MATH 111 Math for Elem Tchrs I	<input type="checkbox"/> MATH 111 Math for Elem Tchrs I (Elem Majors)
<input type="checkbox"/> ENGL 108 or 109 College Writing I	<input type="checkbox"/> MATH 103 Math for Liberal Arts (Sec/Music Majors)
	<input type="checkbox"/> ENGL 108 or 109 College Writing I

Have you taken the **Illinois Basic Skills Test**? _____ Date of Test: _____ Results: ___Pass ___Fail

List other colleges or universities (name & address) that you have attended:

Give names of the three university professors who will be given a recommendation to complete:

(If faculty are not of ONU, please include their correct mailing address)

1. _____
2. _____
3. _____

(Please note that at least two of these recommendations must be received to complete the requirements for admittance.)

Give name of the individual (not related to you and not a student) who will complete a character and personality reference for you:

1. _____

(Please note that the above recommendation must be received to complete the requirements for admittance.)

Faculty Advisor: _____ Residence Hall Director: _____

Briefly, why do you want to teach?

Experiences you have had that may serve as a background for teaching:

Your signature _____

Date _____

**FOR ADMITTANCE TO TEACHER EDUCATION PROGRAM
OLIVET NAZARENE UNIVERSITY
One University Avenue
Bourbonnais, IL 60914**

(Character and Personality Reference)

Dear _____:

_____, an applicant for admission to our teacher education program, has given your name as a reference. Since it is important for the candidate and for his/her future career and profession, we would appreciate your responding to the questions indicated below and adding any other comments that you might consider helpful. Please return to the Department of Education.

Thank you for your help.

Please check 1, 2, or 3 to indicate which best describes your confidence in the individual.	1	2	3
1 = Uncertain 2 = Moderately Confident 3 = Very Confident			

PROFESSIONALISM

Exhibits reliability and dependability			
Displays tact and courtesy			
Demonstrates emotional stability			
Maintains good physical health			

CHRIST-CENTERED CHARACTER

Exhibits respect for ALL individuals			
Maintains high ethical and professional standards			
Exhibits respect for individuals of different ethnicities			
Exhibits respect for authority			

Are you related to the applicant?

Approximately how long have you known the applicant? In what capacity?

Do you think this person should consider some other profession besides teaching?

Is this the kind of individual whom you would want to teach your children or other children for whom you might be responsible?

Check the item below which best describes the basis of your judgments and your confidence in them.

- Very confident; definite basis for judgment.
- Moderately confident; general basis for judgment.
- Uncertain; inadequate basis for judgment.

Signature _____ Date _____

Address _____ Phone _____

(Please write on the back of this paper if you need more space to respond to any question.)

**REPORT FROM FACULTY ON APPLICANT FOR ADMITTANCE TO THE
TEACHER EDUCATION PROGRAM
OLIVET NAZARENE UNIVERSITY**

_____ is an applicant for admission to our teacher education program. Your judgment concerning the applicant's potential qualifications for teaching would assist the Teacher Education Faculty Committee in evaluating this application and in properly guiding the student. Please complete this form and return it to the Education office, Box 6043.

Please check 1, 2, or 3 to indicate which best describes your confidence in the individual. 1 = Uncertain 2 = Moderately Confident 3 = Very Confident	1	2	3
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FOUNDATIONS

Demonstrates achievement in courses			
Uses grammatically correct written and oral expression			

PROFESSIONALISM

Exhibits reliability and dependability			
Displays tact and courtesy			
Demonstrates initiative			
Maintains good physical health			
Exhibits enthusiasm about learning			
Prepares class assignments on time			
Arrives to class on time			

CHRIST-CENTERED CHARACTER

Exhibits respect for ALL individuals			
Maintains high ethical and professional standards			
Exhibits respect for individuals of different ethnicities			
Exhibits respect for authority			

Approximately how long have you known the applicant? In what capacity?

Is this individual the kind of person whom you would want to teach your children or children for whom you were responsible?

Please make any other applicable comments on the applicant's potentialities as a teacher.

Check the item below which best describes the basis of your judgments and your confidence in them.

- _____ Very confident; definite basis for judgment.
- _____ Moderately confident; general basis for judgment.
- _____ Uncertain; inadequate basis for judgment.

Signature _____ Date _____

Department _____

Please check:

- Undergraduate
- M.A.T.

**OLIVET NAZARENE UNIVERSITY
FIELD EXPERIENCE FINAL ASSESSMENT**

Please check areas observed and return this form to the student upon completion. 1 = Needs Improvement, 2 = Meets Expectations, 3 = Exceeds Expectations	1	2	3
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FOUNDATIONS

Uses grammatically correct written and oral expression			
Demonstrates knowledge of subject area(s)			

PROFESSIONALISM

Exhibits poise and self-confidence			
Possesses enthusiasm and energy			
Dresses professionally			
Demonstrates high level of initiative			
Cooperates with supervisors			
Accepts constructive criticism			
Practices reflective thinking			
Speaks articulately and appropriately			
Prepares plans on time			
Writes concisely and meaningfully			
Attends as scheduled and is punctual			
Returns grades and pupil assignments promptly			
Reflects on teaching and makes needed adjustments			

CURRICULUM/INSTRUCTION/EVALUATION

Exhibits effective management techniques			
Maintains appropriate student orderliness			
Displays awareness of all students			
Keeps students on-task			
Develops rapport with students			
Integrates praise and positive reinforcement			
Constructs clear and reasonable objectives			
Demonstrates accurate content knowledge			
Organizes lesson plans effectively			
Motivates students through creative lessons			
Prepares and integrates technology			
Adapts for a diverse classroom			
Maintains lesson tempo and pacing			
Incorporates class discussion and student participation			
Inspires higher level thinking through effective questioning			
Utilizes assessment results as a basis for future planning			

CHARACTER

Exhibits reliability and dependability			
Exhibits respect for ALL learners (cultural diversity, exceptionalities, gifted...)			
Expresses or demonstrates a belief that ALL students can learn			
Maintains high ethical and professional standards			
Displays tact and courtesy			

PLEASE CHECK ONE AREA:

- Student should continue in the Teacher Education Program.
- Student should continue in the Teacher Education Program conditionally (please explain).
- Student should not continue in the Teacher Education Program (please explain).

Cooperating Teacher's Signature

Student's Signature

School

Grade/Subject

Semester/Year

Course #/Title

Instructor's Signature

ONU LESSON PLAN

NAME _____

DATE _____

TITLE OF LESSON _____

GRADE/PERIOD _____

ILLINOIS LEARNING STANDARDS:

Objective # 1: (You are not limited to three objectives nor are
Objective # 2: you required to write as many as three
Objective # 3: objectives. This is a template and should fit
your lesson plan needs.)

OBJECTIVES OF LESSON: The student will be able to:

-
-
-

VOCABULARY (when appropriate):

-
-

MATERIALS (including subject textbook and page numbers):

-
-
-

****DIVERGENT (HIGHER-LEVEL THINKING) GUIDING QUESTIONS TO BE ASKED THROUGHOUT THE LESSON:***

-
-
-

PROVISIONS FOR INDIVIDUAL DIFFERENCES:

All students:

Gifted students:

Students with exceptionalities:

Students of different ethnicities:

Students who are at-risk:

***SEQUENCE OF THE LESSON-PROCEDURE OR STEPS INCLUDING ACTIVITIES
(Introduction, Guided Practice, Independent Practice, Closure) *Insert GUIDING
QUESTIONS appropriately.***

INTRODUCTION (including assessment of prior knowledge)

GUIDED PRACTICE

INDEPENDENT PRACTICE

CLOSURE

ASSESSMENT: Student as Learner (Connect directly to objectives)

The student will be assessed by:

-
-
-

ASSESSMENT: Teacher in Reflection (*Write after presenting lesson)

Consider the following as you reflect:

Did my pre- and post-assessments of students show that they learned? Explain why or why not.

Did my lesson plan allow ALL students to learn? Explain why or why not.

Did my lesson increase or reduce prejudices in the classroom? Explain why or why not.

What would I do differently next time?

Add other questions that you want to think about.

(*Since you will not always have an opportunity to teach the lesson during this class, write reflection questions in this section to focus your thinking on the lesson concepts.)

HOMEWORK (if appropriate):

DIRECTIONS FOR STUDENT TEACHING APPLICATION

1. Because this form will be submitted to the district school personnel director, the principal, and the teacher, the format must be in complete order as would a job application. Only typewritten forms (or forms filled out online) will be accepted. Avoid typing, grammatical, spelling or punctuation errors, and incorrect sentence structure. This application will be your introduction and first impression.
2. The autobiography will give the examiners the opportunity to evaluate your possible performance as a teacher and to assess the clarity, coherence, articulation, originality and organization of your written thoughts.

A one page typed autobiography stating interesting aspects about yourself may include the following:

- your family and/or community background
- work, volunteer or tutoring experience
- student participation activities, awards, honors, offices held in high school and college
- hobbies, personal interests, special skills, travel or other experiences which will contribute to your efficiency as a teacher
- your motivation for selecting the teaching profession
- professional goals and ambitions

Because some administrators and/or teachers may not share the same religious philosophy as that which is adhered to at Olivet, please use discretion in your writing.

The format of the autobiography is as follows:

- One inch margins. Double-spaced.
- Heading: AUTOBIOGRAPHY OF (YOUR NAME)

Note: Do not depend on your advisor to proofread and correct for mechanics of writing; assume this responsibility yourself and present it to your advisor in final, perfect form for review. If you need assistance in writing, secure assistance from the Learning Development Center in Lower Level Benner Library.

3. When stating the assignment requested, circle the appropriate semester and type in the year.
4. Under "Grade Preferences" indicate your grade-level choices, and teaching major/minor or endorsement.
 - Early Childhood majors: Grade preferences are K-3, not preschool.
 - If selecting from grades 5-8, please also indicate the subject you would like to teach, or leave the subject box blank if this grade is self-contained.
 - If selecting a secondary grade level (grades 9-12), please indicate the subject, teaching major and minor emphasis.
5. If you have any relatives who attend or are employed by a specific school district, please notify the Clinical Placement Coordinator in writing when submitting the application so that your placement may be made elsewhere.
6. While the Department of Education will try to arrange for several students to be in one school, it will be your responsibility to provide your own transportation. Every assigned student teacher must have transportation available for the entire 12 weeks of experience. Please begin to make your arrangements early.
7. The Department of Education prohibits students from employment on or off campus during student teaching. Supervising teachers in the schools view student teaching as an internship which should demand the total involvement of the beginning teacher. Thus you should be free from other responsibilities including employment, carrying college credit hours, and extracurricular activities.
8. It will be your responsibility to notify (in writing) the Education office of any change of name, summer/fall address and summer/fall phone.

9. The Education office will request a current transcript to attach to your application.
10. The deadline date for submitting the signed application to the Education office is **December 1**. Your advisor must sign (give his/her approval) the application and read the autobiography before it is submitted to the Education office. You should keep a copy of your application and autobiography to include in your portfolio.
11. Once the student teaching assignment has been confirmed, with appropriate contracts signed, and you withdraw for any reason, the following applies: you must pay the \$125 honorarium to the contracted cooperating teacher and any subsequent placement will not be made for one calendar year, at which time you may be requested to complete an additional 45-hour field experience and demonstrate satisfactory performance at the discretion of the Director of Teacher Education. You must file a new application for student teaching and be approved by the Teacher Education Executive Committee. Reapplication does not ensure approval.
12. Anyone who has been convicted of a felony for a sex and/or narcotics crime will not be certified in Illinois.
13. Application is available online, http://education.olivet.edu/undergraduate/student_info/online_forms.htm. When you have filled out the application, complete steps to print. Your advisor and you should sign the application. Attach your autobiography and bring to the Education office. **You should keep a copy of your application and autobiography to include in your portfolio.**

Other teaching experiences:

FIELD EXPERIENCE INFORMATION

Please complete information designating any previous assignments.

Field Experience Course	Coop-School	Coop-Teacher	Grade/Subject
Ed & Dev Psych			
General Methods			
Teaching Methods			
Elem/MS Lang Arts/SS			
Elem/MS Reading			
Elem/MS Math & Science			
Tchg Diverse Populations			
Instr Methods of Early Child			
Early Childhood LA/SS			
Early Childhood Math/Sci			
Early Childhood Reading			
Elem Phys Education			

As of this date, are you able to confirm definite arrangements for providing automobile usage during student teaching?
Yes___ No

Will you be able to provide transportation for another student assigned to the same placement site?
Yes___ No

SIGNATURE INDICATIONS - PLEASE READ!

By signing this application, the applicant indicates the following:

1. I understand and will satisfy the requirements for student teaching as stated in the Teacher Education Handbook and the ONU catalog.
2. I understand that anyone who has been convicted of a felony for a sex or narcotics crime may not be certified in Illinois.
3. I agree to a criminal background check if the school district deems necessary for placement.
4. I authorize the release of transcript information and accompanying materials to my student teaching site.
5. I understand that once the student teaching assignment has been confirmed, a binding, legal contract is signed between Olivet and the school district.
6. During my student teaching assignment, I will make provisions for my meals during ONU breaks when the cafeteria is closed.
7. I understand it is a legislative mandate that I **pass** the Illinois Subject-Matter Knowledge Test **before** I start student teaching.

Date

Applicant's Signature

Date

Advisor's Signature