



COMMON MARKET
STUDENT TEACHING REQUEST

MUST BE TYPED OR PRINTED LEGIBLY

From:
Bemidji State University
Saint Cloud State University
Minnesota State University-Mankato
Minnesota State University-Moorhead
Southwest State University
Winona State University

To:
 Bemidji State University
 Saint Cloud State University
 Minnesota State University-Mankato
 Minnesota State University-Moorhead
 Southwest State University
 Winona State University

VERIFICATION OF EDUCATION MINNESOTA LIABILITY INSURANCE
 MUST BE PROVIDED TO HOST UNIVERSITY

Student Teaching
 Sem. & Yr. _____

 SIGNATURE _____ DATE _____ Credits Desired _____

Name _____ ID# _____ Date _____
 Local Address _____ Phone _____
 Permanent Address _____ Phone _____
 Major(s) _____ Minor(s) _____
 License _____

Choice of **grades / subjects**, in order of preference:
 (What do you want to student teach?)
 1. _____
 2. _____
 3. _____

Choice of **3 towns**, in order of preference:
 (Consult Director for site availability.)
 1. _____
 2. _____
 3. _____

Schools Attended:

Elementary School / Town/State	Year	_____
Middle J.H. School / Town/State	Year	_____
Sr. High School / Town/State	Year	_____

List any **special considerations**: _____

FOR OFFICE USE ONLY

I, _____ certify that he/she is eligible for this assignment and meets
 (Director of Student Teaching) all standards required by this institution.

COPIES TO: HOME UNIVERSITY AND HOST UNIVERSITY

COMMON MARKET

INFORMATION FORM

Name _____ Date _____
Student ID # _____
Local Address _____ Phone _____
Home Address _____ Phone _____

REQUIRED COURSES AND CREDITS IN MAJOR AND FIELD OF EMPHASIS/MINOR

Star (*) courses that will not be completed before Student Teaching

Major:		Emphasis/Minor:	
<i>Course Title</i>	<i>Credits</i>	<i>Course Title</i>	<i>Credits</i>

Copies to: Home University
Host University
Cooperating Teachers

Suggestions for Common Market Autobiography

(Maximum length 2-3 pages)

The autobiography should emphasize how your life experiences have contributed to your decision to become a teacher and should be an example of your very best written communication skills. It will be reviewed by field experience directors, cooperating teachers, university supervisors and others involved in the placement process. **Be sure to type your name in the upper right hand corner of the first page of the autobiography.**

Proofread your autobiography prior to submitting it. It is important to have another person or two proof it again for spelling and/or grammatical errors. Your autobiography must be typed. Submit 3 copies when complete.

A poorly completed autobiography may cause a delay or reflect on your application for a student teaching assignment. This autobiography should be written in narrative style. It does not need to be written in chronological order. Some suggestions for content are as follows:

Introduction:	Introduce yourself.
Elementary School:	This might include the schools you attended and things which you considered important. For example, did you have any outstanding teachers? (Please do not use names.)
Secondary School:	Where did you go to school? What subjects did you like? In what extra-curricular activities did you participate? What things impressed you? Indicate an outstanding teacher you had and what made you like him/her. (Please do not use names.)
Work Experience, Skills, Hobbies, Interests, and Travel	Were you in the service? If so, where? Have you had jobs? If so, what kind? If you have traveled, indicate where to and why.
College:	What colleges have you attended? What types of activities have you taken part in during your college life?
Career Goals:	What goals do you have for the near future? What do you expect to be doing ten years from now?

Sample Resume for Common Market Resume

PETER C. JOHNSON

Present Address:

5800 Bemidji Avenue
Bemidji, MN 56601
218-751-1234

Permanent Address:

4301 Taylor Avenue
St. Paul, MN 55123
616-644-7890

EDUCATION

Bemidji State University, Bemidji, MN
Bachelor of Science Degree, 1991

Major: Elementary Education
Specialty: Mathematics
Licensure Sought: 1-6,
Emphasis/Minor: Middle School Coaching

Bemidji High School, Bemidji, MN (Year Graduated)

ACTIVITIES AND RECOGNITION

College

Dean's List (Sem/Qtr & Yrs)
Overseas Student Teaching
Intramural Sports

High School

Honor Roll Band
Varsity Baseball Speech
Varsity Wrestling Choir

EXPERIENCE RELATED TO TEACHING

Math Practicum	5 th Grade, Solway, Fall 1990
Science Practicum	2 nd Grade, Bemidji Central, Winter 1990
Pre-Student Teaching	5 th Grade, Bemidji Northern, Fall 1990
Coaching Practicum	Varsity Volleyball, Bemidji High School, 1990
Scout Leader	Ages 10-12, St. Paul, 1986-87
Special Olympics Volunteer	All ages, St. Paul, 1984

OTHER WORKING EXPERIENCE

School Bus Driver	School District No. 31, Bemidji, 1984-88
Vending Service	Yellowstone National Park, WY, Summers 86-87
Cook, Host	Bonanza Steak House, Bemidji, MN 1982-84

INTERESTS

Hunting, Health Fitness, Reading, Cooking, Music, Fishing, Traveling, Hiking, Needlework