

# STUDENT TEACHING APPLICATION PROCESS

*Effective Fall 2011*

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- ❖ All teacher candidates must first submit and/or update their Teacher Prep application in MyLongwood to ensure tracking in the new database for the Longwood University education unit. Instructions are provided in the “Teacher Prep” information section of the OPS website and Blackboard course to assist you with this process.
- ❖ All teacher candidates need to submit their Student Teaching application in [MyLongwood](#). The Inquisite Survey application on the OPS website has been deactivated and will no longer be accepted as an official application. As a reminder, student teaching applications are due one year in advance (February 1 for spring or September 1 for fall).
- ❖ Log-in to [MyLongwood](#) with your user name and password.
- ❖ Locate the MyLongwood Services channel.
- ❖ Open the Banner Self-Service folder.
- ❖ Open the Office of Professional Services folder.
- ❖ Click the link for the Student Teaching Placement Application.
- ❖ Scroll down to the bottom of the display page.
- ❖ Your name and L# will automatically appear because you are a Longwood student.
- ❖ To complete your application, you need to do the following:
  - Click on the bar saying “Update your Student Teaching Application”
  - Choose the appropriate student teaching term from the drop-down box (summer is NOT an option)
  - Choose the appropriate program area from the drop-down box
  - If you are middle school, choose your two endorsement areas from the drop-down boxes
  - If you are not middle school, choose “N/A” for the two drop-down boxes re: endorsements
  - Choose three **different** school divisions, keeping in mind the **requirements for placement**
    - List conflict schools in the comments section
      - Schools that you attended at the grade level you need for placement
      - Schools where an immediately family member currently attends or works
    - Indicate a split placement for diversity in the comments section (if needed)
  - Choose “YES” for the seven statements of understanding after reading each one
  - Click “Submit” and you will receive a confirmation screen
- ❖ Attend all required meetings. Dates are posted on the OPS website and in Blackboard.
- ❖ Submit all requirements by the appropriate deadline. This information will be covered at the Orientation.
- ❖ Contact OPS if you have any questions.

MyLongwood Login - powered by SunGard Higher Education - Windows Internet Explorer

https://my.longwood.edu/cp/home/displaylogin

File Edit View Favorites Tools Help

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**Secure Access Login**

User Name:

Password:

[Having problems logging in? Click here.](#)

**Want to know more about myLongwood?**

[myLongwood FAQ](#)




**Make this my homepage.**

[Click here](#) for instructions on how to make your browser load this page on startup.

**Welcome to myLongwood.**

This secure site provides students, faculty and administrative staff with centralized information, news, and services. This is where you can read announcements, get the latest news, register for courses, collaborate with peers and more.

**What's Inside?**

-  **Information & Services:** Read latest announcements and news. Check the weather. Access Longwood services.
-  **Calendar:** Access and manage your personal and school calendars.
-  **Groups:** Request, manage and join group homepages for organizations and committees.

**and more...**

**NOTICE TO ALL USERS:** THIS SYSTEM IS THE PROPERTY OF LONGWOOD UNIVERSITY, AN AGENCY OF THE COMMONWEALTH OF VIRGINIA.

ONLY PERSONS AUTHORIZED BY LONGWOOD UNIVERSITY ARE PERMITTED ACCESS TO THIS SYSTEM AND SHALL USE THIS SYSTEM ONLY FOR THOSE PURPOSES WHICH THEY HAVE BEEN AUTHORIZED.

ALL ACCESSES AND ACTIVITIES, INCLUDING NETWORK TRAFFIC, APPLICATION AND DATA ACCESS, KEYSTROKES (WHEN APPROVED BY THE PRESIDENT FOR SECURITY INVESTIGATIONS), USER COMMANDS, E-MAIL AND INTERNET USAGE AND MESSAGE AND DATA CONTENT, MAY BE LOGGED.

Done

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myLongwood - Windows Internet Explorer

http://my.longwood.edu/render.userLayoutRootNode.uP?uP\_root=root

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September 27, 2011

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The information highway.

My Account Content Layout | **Welcome Alissa Baldwin**  
You are currently logged in.

Calendar Groups Logout Help

Home Campus Life Employee Resources Faculty Student Tutorial My Tab

**Personal Information**

- Update Addresses and Phones
- Update E-mail Addresses
- Update Emergency Contacts
- Longwood ID Number

**My Student Account**

- My Student Account

**My Reports**

No reports are available to view at this time.

**myLongwood Services**

- Banner Self-Service

**Employee Review**

**Campus Announcements**

There are no announcements

**Personal Announcements**

There are no announcements

**Longwood News & Events**

- [View the latest Longwood news >>](#)
- [View the latest Longwood events >>](#)

**What's New in myLongwood**


Send your suggestions, comments or other feedback via the [myLongwood Suggestion Box](#).

**Latest News:**

- News feeds are back! (BBC News, CNN, Digg, ESPN, Fox News, and MANY more - all found under the "News" category when adding a channel)
- Want to pull in your own custom news/RSS feeds? No problem! Add the "News Feed" channel and use your own feed URL. You can add this channel multiple times in your layout.

**To Add a Channel:**

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My Student Account

[View the latest Longwood news >>](#)

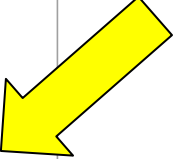
[View the latest Longwood events >>](#)

### My Reports

No reports are available to view at this time.

### myLongwood Services

- Banner Self-Service
  - Personal Information
  - Student and Account Summary
  - Financial Aid
  - Faculty and Advisors
  - Employee
  - Office of Professional Services
    - Teacher Preparation Program Application
    - Student Teaching Placement Application



### Employee Review

You have no employees to review

### My Banner Direct

Please select an option:

[Open Window](#) [Open Tab](#)

Note: Internet Native Banner (INB) is accessible **on campus only**. If you need to access INB from off-campus, please sign-in first to the VPN.


News, CNN, Digg, ESPN, Fox News, and MANY more - all found under the "News" category when adding a channel)


- Want to pull in your own custom news/RSS feeds? No problem! Add the "News Feed" channel and use your own feed URL. You can add this channel multiple times in your layout.

### To Add a Channel:

- Click the "Content Layout" link in the top-left.
- Click the tab where you want to add the channel.
- Click the "New Channel" button at the desired location.
- Select a category and click "Go."
- Select the channel and click "Add Channel."

### Email Channel

[Login to OWA \(Exchange\)](#) 

[Login to Live Mail](#) 

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## Student Teaching Application

Hello Alissa Anne Baldwin

**APPLICATION DEADLINE:** Students who wish to graduate in a timely manner **MUST** complete the application one year in advance and have met and submitted all requirements by **September 1st** for a fall placement and **February 1st** for a spring placement.

Failure to meet **Any** of the requirements by the deadline will delay your admission into Student Teaching and may delay your graduation date. All documents must be submitted together. Individual documents will not be accepted.

1. You must have a cumulative GPA of 2.5
2. You must request and receive two positive faculty recommendations. These are to be submitted by the faculty using the faculty tab of "My Longwood". Refer to the following link for recommendations: [Faculty Recommendation](#)
3. All course work must be completed prior to student teaching. : [Click here for program area requirements.](#)

**Your Current Student Teaching Assignment Application is displayed below**

Student: L00061171 Alissa Anne Baldwin

Student Teaching Term: 201310

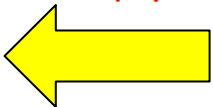
Program: EDED Graduate: Education Leadership

Endorsements: N/A N/A N/A N/A

School Division Choices:

http://www.longwood.edu/assets/professionalservices/STUDENT\_TEACHING\_RECOMMENDATION.pdf

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## Student Teaching Application Update Form

**Student:** L00061171 Alissa Anne Baldwin

Student Teaching Term:

Program:

Endorsements:

Division Choice1:	<input type="text" value="Lunenburg County Public Schools"/>	Comment:	<input type="text" value="Central HS; SPLIT with Petersburg"/>
Division Choice2:	<input type="text" value="Mecklenburg County Public Schools"/>	Comment:	<input type="text" value="SPLIT with Richmond"/>
Division Choice3:	<input type="text" value="Nottoway County Public Schools"/>	Comment:	<input type="text" value="SPLIT with Hopewell"/>

I understand that I must confer with the Office of Professional Services (OPS) as to the status of my application:

Yes or No:

I certify that no changes have occurred since the initial submission of the following: (a) automobile insurance form (b) criminal background check and (c) tuberculosis screening test. If a change has occurred, I understand that I must inform the Office of Professional Services of the change. Failure to do so may result in the cancellation of any placement and/or receiving an incomplete for the assignment:

Yes or No:

Done

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Yes or No:  ←

I understand that if I decide not to complete my student teaching semester, I must notify OPS in writing before the first day of the semester to request cancellation of my registration and placement in a school division. I also understand that if I fail to do so **I will still be responsible to pay for registered credit hours and I may receive a failing grade** for the student teaching semester:

Yes or No:  ←

I understand that if my preferences should change, I must deliver such changes to OPS **in writing**. I also understand that these changes may or may not be honored based on whether my student teaching placement based on earlier preferences, has already been secured:

Yes or No:  ←

I understand that I must notify OPS if I am assigned to a school where I attended and/or have a family. I understand that to do so may result in the cancellation of my placement and/or receiving an incomplete for placement:

Yes or No:  ←

I understand that my placement may be canceled at any time by my program area:

Yes or No:  ←

←

RELEASE: 8.2.1

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Personal Information Student and Account Summary Faculty Services Financial Aid Employee

Search  Go RETURN TO OPS MENU SITE MAP HELP

## Student Teaching Application Updated Data

**Your Student Teaching Placement Application has been updated on 08-NOV-11**

**Student:** L00061171 Alissa Anne Baldwin  
**Term:** 201310

**Program:** EDED Graduate: Education Leadership  
**Endorsements:** N/A N/A N/A N/A

**School Division Choices:**  
055 Lunenburg County Public Schools Central HS; SPLIT with Petersburg  
058 Mecklenburg County Public Schools SPLIT with Richmond  
067 Nottoway County Public Schools SPLIT with Hopewell

I understand that I must follow up with the Office of Professional Services (OPS) as to the status of my application: **Y**

I certify that no changes have occurred since the initial submission of the following: (a) automobile insurance form (b) criminal background check and (c) tuberculosis screening test. If a change has occurred, I understand that I must inform the Office of Professional Services of the change. Failure to do so may result in the cancellation of any placement and/or receiving an incomplete for the assignment: **Y**

I understand that the preferences I have selected will be used by OPS as **a guide** for my placement. Other circumstances may necessitate a placement other than my selections: **Y**

Done

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