Student Teaching Requirements

1. **ONE YEAR PRIOR** to your student teaching semester, complete the online placement request in Tk20.
   - Go to [www.longwood.edu](http://www.longwood.edu), click on the Lancer Dashboard, and then click Tk20 Watermark.
   - Log into Tk20, click “APPLICATIONS” on the left, then click the green “+ Create New Application.”
   - Choose the “Student Teaching and Professional Semester Initial Placement Request” option.

2. Complete the online Student Teaching application in Tk20.
   - Go to [www.longwood.edu](http://www.longwood.edu), click “+ Create New Application” (follow instructions above) and choose the Student Teaching and Professional Semester Application” option.

3. **You will need two positive faculty recommendations from your Partnership professors.** You will send requests for recommendations to professors through myLongwood.
   - Log into myLongwood. Click on the “Student” tab.
   - Under the “Student Shortcuts” menu on the right, click “Student Teaching Faculty Recommendation Menu.”

4. **For Teacher Prep, you were required to complete the Covenant Agreement, submit a Criminal Background Check, Negative Tuberculosis Results, and submit an Automobile Insurance Form.**
   - You can include the same documents on your Student Teaching application in Tk20 as long as nothing has changed.

5. **You must complete the RVE, VCLA, and Praxis II tests as well as CPR and AED Training for Adults and Children with a Hands-On component.**
   - Log into Tk20. Click “Applications” on the left menu, then the green “+ Create New Application” button.
   - Select the Student Teaching and Professional Semester Application
   - Scroll to the bottom of the application. Click the links next to RVE, VCLA, Praxis II, and CPR to learn how to register for the appropriate assessments and upload your results.

6. **You must maintain an overall GPA AND a major GPA of 2.5 or higher.**
   - Your major GPA is calculated based on only the classes you’ve taken as part of your academic major. EDUC courses are **NOT** a part of the calculation of your major GPA.

7. **You must attend Student Teaching Orientation prior to student teaching and Student Teaching Wrap-Up Day following student teaching.**
   - You will receive email correspondence from the Office of Teacher Preparation regarding dates, times, and locations for these mandatory events.

**IMPORTANT COMMENCEMENT NOTICE:**
If you plan to participate in May Commencement and student teach in the Fall semester, complete the Commencement Participation Application under “Application to Walk in Commencement for Non-Graduates,” at this address: [http://www.longwood.edu/registrar/graduation-requirements/](http://www.longwood.edu/registrar/graduation-requirements/).

**IMPORTANT DATES**

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