



NATIONAL  
LOUIS  
UNIVERSITY

NATIONAL COLLEGE OF EDUCATION AT NATIONAL LOUIS UNIVERSITY

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**Application Packet**

**Paid Student Teaching**

**Master of Arts in Teaching**

**ECE, ELE, MGE, SEC, SPE**

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## Paid Student Teaching

This packet of information explains who is eligible in MAT programs at National College of Education, National Louis University, to apply for a paid student teaching experience.

**All the same rules and requirements for the traditional program apply to candidates for Paid Student Teaching. Please reference your program requirements at NCE Tools: <https://www.nl.edu/ncetools/>.**

As determined by the Illinois State Board of Education, State Educator Preparation and Licensure Board (SEPL), an individual may receive credit for student teaching or pre-student teaching clinical experiences that are completed during the time for which the individual is paid as a teacher only when the individual:

- 1) holds no educator license issued pursuant to Article 21B of the School Code and performs the student teaching or pre-student teaching clinical experiences in a **charter school** established under Article 27A of the School Code or a **nonpublic school** recognized or seeking recognition pursuant to 23 Ill. Adm. Code 425;
- 2) is subject to the authorization for payment stated in Section 25(g) of the **Grow Your Own Teacher Education Act** [110 ILCS 48/25(g)];
- 3) has at least one year of experience in a **school or community-based early childhood setting** and the student teaching is conducted with his or her current employer and meets the requirements of his or her preparation program;
- 4) holds an educator license with stipulations endorsed for **transitional bilingual educator**, career and technical educator, or provisional career and technical educator and works in a school district; or
- 5) holds only a **substitute teaching license** and, as an employee of a school district operating under Article 34 of the School Code, is not **subject to the limitations** of Section 21B-20(3) of the School Code **regarding the number of days a substitute teacher may be employed.**

**Section 25.620 Student Teaching** (Source: Amended at 41 Ill. Reg. 8813, effective June 28, 2017)

For purposes of this rule change, remember the following:

- The person must be enrolled in an approved teacher preparation program.
- The person must be supervised by an official from the university.
- The person's skills and abilities must be evaluated during the student teaching assignment.
- No person is exempt from student teaching and student teaching may not be waived except as provided by law [HB 1436].
- The rule allows for compensation for student teaching; it does not require compensation.

*Students may access the rules through the following address:*  
<ftp://www.ilga.gov/jcar/admincode/023/023000250H06200R.html>

### **Qualifications for Paid Student Teaching Candidates**

To qualify for Paid Student Teaching, additional criteria are in place beyond those of the traditional unpaid student teaching requirements. Approval is not automatic. All the requirements listed here must be met and the Assistant Director of Teacher Preparation makes the final determination of who is approved.

All candidates for this paid student teaching experience would be candidates admitted to a traditional Master of Arts in Teaching degree program [ECE, ELE, MGE, SEC, SPE] in National College of Education at National Louis University. Candidates complete the same coursework as traditional student teachers. The only difference for these candidates will be a paid experience in place of the traditional unpaid experience. All other degree requirements remain the same. The following is a list of all requirements for a qualified applicant for Paid Student Teaching.

1. Admission to a Master of Arts in Teaching program
2. All General Education requirements for candidate's program are complete
3. All prerequisites are complete
4. Pre-clinical hours required by program are complete
5. Content-Area Test for licensure passed
6. Applicant meets one of the 5 criteria for Paid Student Teaching as described above.
7. Letter of support from School District Administrator
8. NLU Faculty recommendation
9. Agreement for Paid Student Teaching

## Application for MAT Paid Student Teaching

Please read the information carefully and complete all the required paperwork. The student teaching term may be any time during the academic year. If a student is not approved for a paid experience, he or she will be required to complete the traditional, unpaid student teaching requirement for the program in which he or she is enrolled.

Students are responsible for all the procedures and documents outlined below. Applications are due two terms in advance of the student teaching term, as is required for traditional student teaching applications. Students are to submit documents to their assigned academic adviser. Once documents are submitted to the adviser, they are then sent to the Assistant Director of Teacher Preparation for approval and to the Office of Field Experience for confirmation of placement.

1. **Application for Paid Student Teaching**
2. **Letter of Request:** A letter of request written by the candidate must be submitted with the Application. The letter must describe the reasons for the request, a description of previous teaching experiences, and a description of the school setting, grade level, and, if applicable, subject to be taught during the student teaching term.
3. **Resume:** The candidate must submit a current resume with the Application. Candidates must have practicum or teaching experiences in grade levels as required by program policies.
4. **Recommendations:** The candidate must request two supportive recommendations using the **Faculty/Administrator Recommendation Form**. One request must be from a **school administrator from the placement site**, and one from an **NLU faculty member**. The persons completing this form must be familiar with the candidate's academic work and/or teaching abilities.
5. **Field and Practicum Experiences Observation Log:** The candidate must have all required pre-clinical hours completed as required. No candidate will be permitted to begin the student teaching term with outstanding preclinical hours.
6. **Content Area Test:** In advance of the student teaching term, the candidate must take and pass the Content Area test for the endorsement being sought.
7. **Classroom Assignment:** The candidate must provide documentation of assignment to a classroom within the guidelines of the ISBE policies.
8. **Seminar:** Candidates are expected to attend the regularly scheduled student teaching seminars. The school in which they are teaching must make arrangements for coverage of the candidates' classes on seminar days.

## **Assessment of Paid Student Teachers**

**School-based Mentor:** The school administrator in which the paid student teaching will be completed must appoint an on-site, school-based mentor who will support the candidate throughout the term. The mentor will be identified by name and grade level, and the reasons for his or her assignment as mentor will be listed on the *Agreement for Paid Student Teaching*.

The mentor will meet regularly with the candidate to provide day-to-day assistance in areas such as understanding the educational community, student-teacher-parent communication, and the ethics of teaching. In addition, the mentor will observe the candidate a minimum of two times. Each observation of the candidate will be supported by written documentation and a post-observation conference. Mentors will also complete a midterm and final competency appraisal of the candidate.

**University-based Supervisor:** National Louis University will assign a supervisor to each candidate. The supervision will be completed in the same manner as that of traditional student teachers.

**Evaluation** by the NLU supervisor, mentor teacher, and the candidate will be by the same Competency Appraisals as that of traditional student teachers.

## **Termination of Paid Student Teaching**

A decision to terminate this experience can be made. Procedures are in place for students experiencing difficulties in field experiences, and such procedures would apply to these student teachers. Each decision is made in the best interests of the children in the classroom. Candidates who are terminated from the paid position would be allowed to petition for an opportunity to request a traditional, unpaid student teaching experience in a more closely supported and supervised setting.

**National College of Education at National Louis University**

**Application for Paid Student Teaching**

Name \_\_\_\_\_ NLU ID \_\_\_\_\_ NLU email \_\_\_\_\_

Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

1. MAT Program:    \_\_\_ ECE \_\_\_ ELE \_\_\_ MGE \_\_\_ SEC \_\_\_ SPE
2. Year/Term requested for student teaching    \_\_\_\_\_ Year    \_\_\_\_\_ Fall    \_\_\_\_\_ Winter    \_\_\_\_\_ Spring
3. Eligibility status [check one] (see Section 25.620 above)
  - a.    \_\_\_ Charter school or non-public school
  - b.    \_\_\_ Grow Your Own
  - c.    \_\_\_ Community-based early childhood setting
  - d.    \_\_\_ Educator license with stipulations for transitional bilingual educator
  - e.    \_\_\_ Full-time substitute teacher # \_\_\_\_\_
4. How many years of full-time teaching have you completed? \_\_\_\_\_
5. Are you currently teaching?
  - a.    \_\_\_ no    \_\_\_ yes    since [month/year] \_\_\_\_\_
6. If yes, indicate: School name \_\_\_\_\_ District \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Grade level that you currently teach \_\_\_\_\_
7. When were you admitted to the MAT program [month/year] \_\_\_\_\_
8. Do you have any general education deficiencies?    \_\_\_ no    \_\_\_ yes
9. Do you have preclinical hours completed?    \_\_\_ no    \_\_\_ yes
10. Do you have a current TB test on file with the Office of Field Experiences?    \_\_\_ no    \_\_\_ yes
11. Do you have a fingerprint criminal background check on file with OFE?    \_\_\_ no    \_\_\_ yes
12. Do you have a mandated reporter certificate on file with OFE?    \_\_\_ no    \_\_\_ yes

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**National College of Education at National Louis University**

**AGREEMENT FOR PAID STUDENT TEACHING  
(To Be Completed by a School Administrator)**

NLU Candidate	
MAT Program [check one] <input type="checkbox"/> ECE <input type="checkbox"/> ELE <input type="checkbox"/> MGE <input type="checkbox"/> SEC <input type="checkbox"/> SPE	
Current License	License #
Name of School	
School Address	
Name of Principal	Telephone
The candidate listed above has requested a paid student teaching position at your school in place of the traditional unpaid student teaching experience. To assure that the candidate receives a quality experience designed to facilitate professional development, NCE requires this agreement with the school.	
Please complete the following information:	
The above named candidate has a paid position teaching [grade]	
The above named candidate has ____ years of teaching experience.	
A mentor [cooperating] teacher with three or more years teaching experience, licensed and endorsed in the areas congruent with this position, is assigned to provide classroom observations and regular support to the candidate.	
The mentor is	
The mentor was selected because:	
I understand that the candidate will need to make arrangements to meet the seminar and other assignments required for student teaching.	
I understand that the candidate will be evaluated by the mentor and a university supervisor.	
I agree to inform the university supervisor of problems that may arise in the student teaching experience and assist in their remediation or solution.	
Signature of School Administrator	Date
Signature of Candidate	Date
Signature of Advisor	Date



**National College of Education at National Louis University  
Faculty/Administrator Recommendation  
[For MAT Students Applying for Paid Student Teaching]**

Candidate Name \_\_\_\_\_ NLU ID \_\_\_\_\_

Current date \_\_\_\_\_ MAT Program [circle] ECE ELE MGE SEC SPE

Term/Year scheduled for Student Teaching \_\_\_\_\_ Campus \_\_\_\_\_

Faculty/Administrator Name \_\_\_\_\_

Please describe briefly your association with the candidate:

=====  
Please complete the following. Use an X in front of the level of performance demonstrated by the candidate. Comments are also appreciated.

<b>Academic abilities:</b>	<b>Comments:</b>
The candidate demonstrates outstanding academic abilities	
The candidate demonstrates average academic abilities	
The candidate demonstrates below average academic abilities	
I am not familiar with the candidate's academic abilities	
<b>Planning and Organization</b>	
The candidate is able to independently plan and organize quality lessons and units that integrate standards and individual student needs	
The candidate requires some assistance in planning and organizing	
The candidate needs significant assistance in planning and organizing	
I am not familiar with the candidate's ability to plan and organize lessons	
<b>Interactions and Relationships with Students and Colleagues</b>	
The candidate has outstanding rapport with students and colleagues and is respected by others	
The candidate has good rapport with students and colleagues	
The candidate has difficulties with students and colleagues	
I am not able to comment on the candidate's rapport with others	

<b>Classroom Management</b>	
The candidate is able to maintain a positive and productive classroom environment	
The candidate has difficulty maintaining a positive and productive classroom environment	
I am not familiar with the candidate's classroom management abilities	
<b>Communication Skills [Oral and Written]</b>	
The candidate is outstanding in communicating information and opinions to others	
The candidate has average ability to communicate with others	
The candidate has difficulty communicating with others	
I am not able to comment on the candidate's communication skills	
<b>Diversity</b>	
The candidate is highly skilled in the ability to address the interests and needs of diverse learners	
The candidate needs some support and assistance in meeting the needs of diverse learners	
The candidate is unable to meet the needs of diverse learners	
I am unfamiliar with the candidate's ability to address diverse learners' interests and needs	
<b>Professional Development</b>	
The candidate is able to self-assess and actively seeks opportunities for professional development	
The candidate needs the support of a mentor to provide feedback on professional strengths and weaknesses and directions for professional development	
I am not able to comment on this area	

\_\_\_ I highly recommend this candidate for a paid student teaching experience.

\_\_\_ I recommend with the following reservations:

\_\_\_ I do not recommend this candidate for a paid student teaching experience.

Signature \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to the Assistant Director of Teacher Preparation.  
 Dr. Sherri Bressman, National Louis University, 5202 Old Orchard Road, Skokie, IL 60077.

**National College of Education at National Louis University  
Faculty/Administrator Recommendation  
[For MAT Students Applying for Paid Student Teaching]**

Candidate Name \_\_\_\_\_ NLU ID \_\_\_\_\_

Current date \_\_\_\_\_ MAT Program [circle] ECE ELE MGE SEC SPE

Term/Year scheduled for Student Teaching \_\_\_\_\_ Campus \_\_\_\_\_

Faculty/Administrator Name \_\_\_\_\_

Please describe briefly your association with the candidate:

=====

Please complete the following. Use an X in front of the level of performance demonstrated by the candidate. Comments are also appreciated.

<b>Academic Abilities:</b>	<b>Comments:</b>
The candidate demonstrates outstanding academic abilities	
The candidate demonstrates average academic abilities	
The candidate demonstrates below average academic abilities	
I am not familiar with the candidate's academic abilities	
<b>Planning and Organization</b>	
The candidate is able to independently plan and organize quality lessons and units that integrate standards and individual student needs	
The candidate requires some assistance in planning and organizing	
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I am not familiar with the candidate's ability to plan and organize lessons	
<b>Interactions and Relationships with Students and Colleagues</b>	
The candidate has outstanding rapport with students and colleagues and is respected by others	
The candidate has good rapport with students and colleagues	
The candidate has difficulties with students and colleagues	
I am not able to comment on the candidate's rapport with others	

<b>Classroom Management</b>	
The candidate is able to maintain a positive and productive classroom environment	
The candidate has difficulty maintaining a positive and productive classroom environment	
I am not familiar with the candidate's classroom management abilities	
<b>Communication Skills [Oral and Written]</b>	
The candidate is outstanding in communicating information and opinions to others	
The candidate has average ability to communicate with others	
The candidate has difficulty communicating with others	
I am not able to comment on the candidate's communication skills	
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The candidate is highly skilled in the ability to address the interests and needs of diverse learners	
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The candidate is able to self-assess and actively seeks opportunities for professional development	
The candidate needs the support of a mentor to provide feedback on professional strengths and weaknesses and directions for professional development	
I am not able to comment on this area	

\_\_\_ I highly recommend this candidate for a paid student teaching experience.

\_\_\_ I recommend with the following reservations:

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Signature \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

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