Instructions for Application Checklist

1. **Student Teaching Application**
   - Located on web page: [www.byui.edu/field-services](http://www.byui.edu/field-services)
   - Select Student Teaching Application, complete and submit.

2. **VCC – Verification of Completed Coursework**
   - Complete a Grad Plan (MyBYUI/Student Tab/Degree Information/Graduation Planner)
   - Take a copy of your Grad plan to your Academic Discovery Center to begin the VCC and verify all required coursework (either completed or will be completed)
   - Visit faculty mentor for signature on VCC
   - Return VCC (all copies), with the degree audit and Grad Plan attached, to the Field Services Office (FSO), HIN 325.

3. **Photo**
   - The campus photography studio (MCK Library 356) will take your photo. This service is free to you unless you choose to purchase more prints. You may go at any time; you do not need an appointment.
   - This is a professional photo; you should wear professional attire:
     - No t-shirts, hoodies, or sweatshirts, please.
     - Men – shirts and ties.
     - Women – often, the lace on tops can appear to be underclothing. Be aware of how you will look in a photo.

4. **Personal Bio**
   - This is a brief, *one-page* essay which may include family background, interests, skills that will be utilized in teaching, education, reasons for choosing teaching as a profession, but should emphasize your philosophy of teaching.
   - Have your bio edited several times. Be sure to ask someone who will be honest and thorough in their editing. Use your resources:
     - Family
     - Friends
     - BYU-I Writing Center
   - Mechanics of Bio: *Bios must be received in the correct format or they will be returned.*
     - Create the body of your bio in a Word document – single space, no tabs, double space between paragraphs. Limit your bio to one page (approx. 490 words). The font you use will revert to the pre-formatted font in the template.
     - Drop your completed bio into the template provided on our web page at [www.byui.edu/fieldservices](http://www.byui.edu/fieldservices). You will be filling in the gray boxes.
       - Name: (use your full name)
       - Composite: (use the drop down box to select your composite)
       - Major: (use the drop down box to select major)
       - Minor: (use the drop down box to select minor)
Body: Copy and paste from your Word document.
✓ Save your document to your computer, then attach it to an email to the Field Services Office at fieldservices@byui.edu.

Do’s and Don’ts for Personal Bio:

DO:
✓ Use one page and create a professional document (no mistakes) introducing you as an individual
✓ Express your feelings and philosophy about education
✓ Explain why you want to be an educator
✓ Be positive
✓ BRIEFLY write about your family, hobbies/interests, past employment
✓ Use clear, concise sentences.
✓ Use correct grammar, punctuation, and spelling.
✓ Remember your audience (public school administration and faculty)
✓ Revise, revise, revise

DON’T:
✓ Write this hastily
✓ Sound boastful or bragging
✓ List pet peeves, especially about the school system
✓ Write more than one page
✓ Bear your testimony – This is a professional document going to a public school district. It is inappropriate to bring matters of religion into this bio. Therefore, DO NOT bear your testimony.

5. Background Clearance for the State of Idaho (Fingerprinting)

• Fingerprinting for the State of Idaho must be done by the application deadline for the semester in which you wish to student teach. This service is provided in the Field Services Office. ALL BYU-I Education majors must be fingerprinted for Idaho regardless of their intended destination for student teaching or career teaching.
• You will be asked to complete a second set of fingerprints if you are student teaching in any state other than Idaho. This will occur after you have applied and have been assigned to another state.
• Legal ID must be presented before you can be printed. Please bring one of the following: a driver’s license, a state issued photo ID, or a military card with photo included.
  o BYU – Idaho ID card will NOT be accepted as proof of identification

STUDENT TEACHING PLACEMENTS WILL NOT BE CONSIDERED UNTIL ALL APPLICATION REQUIREMENTS HAVE BEEN MET.