Instructions for Application Checklist

1. Student Teaching Application (this is the FIRST step only; continue steps 2 – 5)
   - Located on web page:  www.byui.edu/field-services
   - Select Student Teaching Application, complete and submit.

2. Teacher Candidate Preparation Plan
   - Receive email from Field Services with Prep Plan attached after submitting application, or several weeks before scheduled Partnership Interviews
   - Complete an approved Grad Plan (MyBYUI/Student Tab/Degree Information/Graduation Planner)
   - Receive (from FSO), print and take a copy of your Prep Plan and a copy of your approved Grad plan to your Academic Discovery Center (ADC), in your content area.  Review your documents with your ADC and verify all required coursework (either completed or to be completed)
   - Return Prep Plan – with the degree audit and Grad Plan attached – to the Field Services Office (FSO), in Hinckley 325 to be reviewed.

3. Photo
   - The campus photography studio (MCK Library 356) will take your photo. There is no appointment needed.  This service is free to you unless you choose to purchase more prints. They will forward your photo to us directly.
   - This is a professional photo; you should wear professional attire:
     ✓ No t-shirts, hoodies, or sweatshirts, please.
     ✓ Men – shirt and tie.
     ✓ Women are asked to wear professional clothing as well

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.
   - Edit your bio several times. Seek help from others to edit it. 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. 450-500 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/field-services. You will be filling in the gray boxes. (Remember the entire bio must be one page)
       - Name: (use your full name)
         o Degree:
           o Choose the one that applies; ignore the rest
Our office will remove the extra boxes
  o Composite: (use the drop down box to select your composite)
  o Major: (use the drop down box to select major)
  o Minor: (use the drop down box to select minor)

Body of bio: 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
  ✓ Brag or sound boastful
  ✓ 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. (Cont. on next page)

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.