

Guidelines for Student Teaching through Common Market

Student teaching may be done at another Minnesota State University, Bemidji, Mankato, Southwest, St. Cloud or Winona, under the provisions of a Common Market agreement. A student making such a request would be placed in a school system which cooperates with the host university, if placement and university supervision is available. There is never a guarantee of placement.

Procedures to apply for this program:

Prepare to adhere to the host university's procedures, policies, and calendar as related to placement and student teaching.

Complete the attached forms as noted below, secure the required signatures, and return all copies to the Field Experience Office as a total packet.

1. MSUM Student teaching Application materials-must complete online application and bring all additional forms to the Field Experience Office prior to being considered for Common Market.
2. Pick up Common Market packet from Field Experience Office including the following:
 - Common Market Student Teaching Request Form – **2 copies**
 - Common Market Passport (both sides) – **4 copies**
 - Cover Letter – **4 copies**
 - Resume- **4 copies**
 - Information form with course titles – **2 copies**
3. The Common Market Passport is your registration for student teaching; **do not register again at MSUM or at the host university.**
4. The host university will contact the student with the placement information by the beginning of the student teaching semester. They will notify the MSUM Field Experience Office if placement cannot be made.
5. Tuition varies from one State University to another. **You will be billed by the host university at their rate; payment is made to the host university. If financial aid is involved, take care of the arrangements at the MSUM financial aid office before you leave for the host university.**
6. A supervisor will be assigned to you by the host university.
7. Credits earned at the host university will appear on the MSUM transcript.
8. The student teaching evaluation will be returned to the Field Experiences Office.

STUDENTS WHO STUDENT TEACH OUT OF THE MSUM AREA MUST TAKE ED 443, CLASSROOM MANAGEMENT, THE SEMESTER PRIOR TO STUDENT TEACHING.