

## Fall 2024 Application for Student Teaching Information

This information is intended for candidates who will be eligible to student teach during the fall 2024 semester. **If you aren't sure when you'll be eligible to student teach, please reach out to your advisor(s) for confirmation.**

### STUDENT TEACHING ADMISSION REQUIREMENTS:

- Student Teaching admission requirement information can be found online at <https://www.fhsu.edu/cert/admission-to-student-teaching/>.

### APPLICATION AVAILABILITY, DEADLINE, AND REVIEW:

- The Fall 2024 Application for Student Teaching will be available from **January 1<sup>st</sup> through February 15<sup>th</sup>**.
- The deadline for application submission is 11:55 PM (CST) on February 15<sup>th</sup>.
- **Late applications will not be accepted.**
- **Please allow 4-6 weeks for application processing.** Once your application has been reviewed, you will receive a notification and information relating to any deficiencies you might have.

### APPLICATION PROCESS

The Office of Field Experiences & Licensure has implemented a program called **Sonia** to manage student information and field experience placements. To apply for Fall 2024 Student Teaching, you will need to log in to the Sonia account we've created for you, join the Fall 2024 Student Teaching placement group, and complete the Fall 2024 Application for Student Teaching by 11:55 PM on Thursday, February 15<sup>th</sup>.

#### **To log in to your Sonia account:**

- 1) To open Sonia, go to <https://fhsu-coe.sonialive.com>
- 2) Bookmark the Sonia website (you'll return to it often)
- 3) In the top left corner of the screen, check to make sure your Role shows as "Student"
- 4) Click the "University Sign In" button
- 5) Enter your FHSU Tiger ID and password information

#### **To find the application:**

On your "Home" tab, you'll see two live links. The linked information will explain how to add yourself to a placement group, complete an application, update your profile, and complete checks.

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Tips:

- Once you add yourself to the placement group, the application will be issued to your account.
- Use the “Placements” tab to add yourself to the placement group.
- Use the “Forms” tab to find the application
- Use the “Checks” tab to upload verifications or check to see if the verifications you’ve previously uploaded need to be updated.

**Unable to log in to Sonia?** Please reach out to Andi Beckman at [asbeckman@fhsu.edu](mailto:asbeckman@fhsu.edu) or 785-628-4148 for assistance.

**OTHER NOTABLE INFORMATION:**

- **Required Courses** - You should still submit your Fall 2024 Application for Student Teaching even if you’ll be finishing up required courses during the spring 2024 semester or summer 2024 term. As long as you’ve met all other necessary requirements, your application will be reviewed and we will begin coordinating your placement. You will not be officially approved for fall student teaching until we can verify that ALL requirements, checks, and forms are complete.
- **TB Test Verification, National Background Check Verification, and Professional Liability Insurance Verification** - Following submission of your Fall 2024 Application for Student Teaching, you will need to review the information included in the “Checks” portion of your Sonia account. This is where you’ll either upload the necessary required verifications or confirm that the verifications you previously uploaded will be valid throughout your field experience semester. The information included in the “Checks” tab will tell you if each required check is complete or incomplete.
  - Plan ahead and make sure to have these verifications loaded to your computer before starting your application.
  - If you’d like to know more about professional liability insurance, click [HERE](#) for professional liability insurance frequently asked questions.
  - You can find a list of potential professional liability insurance organizations/companies [HERE](#).
  - You are welcome to obtain professional liability insurance from a company/organization outside of those that are included on the list that’s linked above.

KEEP A COPY OF THESE VERIFICATIONS ON HAND (hard copy or electronic) SO YOU’RE ABLE TO PROVIDE THEM TO YOUR PLACEMENT SCHOOL(S) IF THEY REQUEST THEM!!

**WHO TO CONTACT IF YOU HAVE QUESTIONS:**

- If you have questions concerning course requirements for your program and/or knowing which semester you'll be eligible to student teach, please reach out to your advisor(s). ECU/Elementary students have one advisor (Education). Secondary students have two advisors (Content and Education). You can find advisor contact information within your Workday account.
- If you have questions concerning student teaching admission requirements, the application process, or for assistance with logging in to Sonia, please reach out to Mrs. Andi Beckman, Academic Program Specialist, at [asbeckman@fhsu.edu](mailto:asbeckman@fhsu.edu) or 785-628-4148. You can also set up a phone or office appointment with Mrs. Beckman [calendly.com/asbeckman](https://calendly.com/asbeckman).
- If you have questions concerning the checks or waiver forms please reach out to Mrs. Anayansi Ramirez, Administrative Assistant, at [garamirez@fhsu.edu](mailto:garamirez@fhsu.edu) or 785-628-5828.
- If you have questions concerning the student teaching placement process, placement requirements, or timeline, please reach out to Mrs. Rachel Wentling, Director of Field Experiences, at [rawentling@fhsu.edu](mailto:rawentling@fhsu.edu) or 785-628-5902.