

## *The Student Teaching Experience*

**You must register in our online student teaching portal as well as submit forms to the Office of Clinical Education ONE WEEK after this meeting. Please scan and send all forms to [Laurie.Fasano@liu.edu](mailto:Laurie.Fasano@liu.edu) or fax 516-299-4167**

Please follow these steps in order to register for student teaching:

Go to [CEIT.LIU.EDU](http://CEIT.LIU.EDU) (Do not type http// or www in front of the web address)

Click on the “Applying for Student Teaching” link on the left side of the page.

On the Student Teaching page you will find required forms on the left side.

**Download** and **Print** these forms:

Student Teaching Eligibility Sheet  
Personal Evaluative Statement  
Medical Evaluation Form  
Personal Data Sheet

Then:

Go back to [CEIT.LIU.EDU](http://CEIT.LIU.EDU) & follow these instructions

Click on the Log into Student Teaching Portal (on the left)

Use your MY LIU credentials to log in

Choose your semester (Fall 2021)

Click on Complete/Edit Data

Complete the registration form

Click on Save Changes at top of form

Click continue with registration

Complete student teaching choices page (**PRINT THIS PAGE BEFORE CONTINUING ON TO NEXT PAGE**) Write your SS# on this page. (**Please be sure to fill out all fields or you will get an error. Ex. Select Campus, choose program area, Click Undergrad or Graduate etc.**)

Click Save record and continue with registration

Click the Add/Edit button

Choose 2 regions from the dropdown menu-Click SAVE Student Teaching Choices

Click registration finished

**All** major coursework must be completed prior to student teaching with the exception of Literacy Education dual major students.

Students must submit their 100 or 150 hours summary sheet to Office of Clinical Education, Library Room 310

All Graduates must possess cumulative GPA of 3.0.

Undergraduate Childhood majors must possess a cumulative GPA of 3.0 and an Education GPA of 3.0 by the end of this semester.

Undergraduate Adolescent majors must possess a cumulative GPA of 3.0, Education and Content GPA of 3.0 by the end of this semester.

You must have completed all the requirements on the attached check list in order to be eligible for student teaching.

### ***Withdrawing/Postponing your Student Teaching Experience***

If you are unable to student teach after submitting an application, a formal letter of withdrawal must be submitted to Dr. Hogan. Please make sure the letter contains your signature and date. If you registered for the student teaching course, please make sure to drop the course.