

Department of Defense Student Teaching Checklist

The Department of Defense Dependents Schools (DoDDS) is a worldwide school system, operated by the Department of Defense Education Activity (DoDEA) in 14 foreign countries. Their mission is to provide quality education for eligible children of the DoD military and civilian personnel on official overseas assignments.

Things to consider:

1. Number of weeks you want to do your student teaching (8 or 16 weeks only)
2. Date you would like to start your student teaching _____
3. What country/city would you like to do your student teaching in _____
See website at <http://www.dodea.edu/offices/hr/employment/studentteaching/default.htm>
4. What is your curriculum (Elementary Education or Secondary Education.)
What is your major/minor _____
5. Do you have a passport? <http://travel.state.gov/DS-0011.pdf> passport application

Contact Information

DoDDS - <http://www.dodea.edu/offices/hr/>

1. Attend student teaching meeting through the Education department
 - a. Fill out "Student Teaching Information" Card
2. Once admitted by the Education department to do your student teaching:
 - a. Call the International Affairs Office 227-2510 to make an appointment with Susan Morgan to discuss your student teaching options.
3. Apply to program:
 - o Get application from International Affairs Office or online at:
 - o <http://www.dodea.edu/offices/hr/employment/studentteaching/forms.htm>
 - o Name of University Individual Whom all Future Correspondence Should be Sent to:
 - Barb Ojibway
 - 1401 Presque Isle Avenue, Marquette, MI 49855
 - bojibway@nmu.edu 227-1881
 - o Name of University On-site Supervisor (not DoDDS employee)
 - To be appointed by Barb Ojibway
 - Enter same address as above
 - o The student teaching form must be signed by Barb Ojibway
 - o Have a Criminal Background Check done (this needs to be done before DoDDS will process your application.
 - o Turn completed application into the International Affairs Office (145 Whitman Hall)
4. Complete your student teaching budget:
 - o Get estimates on the following information
 - o Airfare
 - o Round trip travel to point of departure (# of miles)
 - o Host country Visa – if needed
 - o Personal Spending Allowance – up to \$100 per week
 - o Make appointment with Susan Morgan - International Affairs 227-2510
5. Schedule appointment with Financial Aid 227-2327 to go over your student teaching budget
6. Billing
 - o Your student account will be charged NMU tuition and fees that must be paid before you leave for your student teaching experience.