FOLLOW BSU POLICY & DEADLINES on CHECKLIST

1. Contact your home University’s Director of Student Teaching to request and complete:
   a. Common Market Student Teaching Request Form
   b. Common Market Passport
   c. MinnState Common Market Student Teaching Agreement
   d. Common Market Data Form

2. Submit your completed Common Market Forms to your Director at your home university who will process the forms accordingly.

FOLLOW WINONA POLICY

3. When the WSU Director of Clinical Practice receives your Common Market Papers and approves them, they will then forward the forms to WSU’s registrar’s office for processing. Watch for an email from WSU’s registrar notifying you of your WSU Tech ID and next steps for your process.

4. After receiving your WSU Tech ID and next steps, Contact WSU’s Center for Clinical Practice OAS (currently amy.fish@winona.edu) to confirm your information in the student teaching database.

NOTES:
- All Common Market Paperwork is due to WSU by SPRING PLACEMENT – September 15th
- FALL PLACEMENT – February 1st
- Registration – Student enrolls for a course through WSU. The number of credits will be determined by the home university.
- Tuition Payment – Students are billed on their WSU guest student account and pay their fees according to the regular WSU payment schedule. See your eservices for payment information or contact your home university Financial Aid Office for more information.
- Be sure to arrange your edTPA assessment through your home university.

**If you are not teaching through Educators Abroad, your process is complete.

STUDENT TEACHING WITH EDUCATORS ABROAD

Once you have completed the above steps for the Common Market Exchange, please complete the following:

For INTERNATIONAL Placement through Educators Abroad:

1. Once accepted through the WSU College of Education, you may begin an application with the WSU Study Abroad office to student teach internationally:
   a. Go to https://studyaway.winona.edu/ and click search
   b. Type “Educators Abroad” in the search bar.
   c. The program will appear. Click the Apply Now button
   d. Click on the third option “I do not have login credentials to this site”
   e. Follow instructions to create a username and password
f. Choose your term
g. Begin completing the materials in your study abroad online account
h. Once you have completed all the Pre-Decision materials, you may click Submit Application at the top of your account to indicate you have completed all the required materials for the IP office to review.
i. The application process requires a **non-refundable $65 application fee**.
   - Call the Warrior Hub (507) 457-5056
   - Tell them you would like to make a payment for study abroad and give them the following information:
     - Payment amount: $65
     - Cost Center: 257499
     - Semester you are student teaching: Ex. Spring 2020
   - Once you have made your payment, you must email Pattie Thompson at pattie.thompson@winona.edu or call the Study Abroad Office (507) 457-5081 to inform them you have made the payment.

2. The WSU Study Abroad office will review your application and notify you by email when your application has been accepted.

3. *After* receiving an email notice from the Study Abroad office that you have been accepted to WSU for student teaching internationally, you may begin the application process through Educators Abroad: [https://educatorsabroad.org/StudentTeaching/overview](https://educatorsabroad.org/StudentTeaching/overview)

### Application Deadlines:

<table>
<thead>
<tr>
<th>Placement Months</th>
<th>Application Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>January, February, March</td>
<td>October 15th</td>
</tr>
<tr>
<td>April, May, June</td>
<td>February 15th</td>
</tr>
<tr>
<td>August, September, October</td>
<td>March 15th</td>
</tr>
</tbody>
</table>

- Educators Abroad requires a **$800 confirmation deposit** paid DIRECTLY to Educators Abroad. This can be paid through the Educators Abroad application.

- The program cost (less the $800 deposit) is billed to WSU by Educators Abroad and will be reflected on your student account. This balance needs to be paid following the WSU payment schedule.

4. Once you have submitted your Educators Abroad Application, contact the WSU Center for Clinical Practice at (507) 457-5351 or email Amy Fish at Amy.Fish@winona.edu for information on registration for your courses.

**For DOMESTIC (United States) Placement through Educators Abroad:**

1. Once accepted through the WSU College of Education, you may begin the application process through Educators Abroad: [https://educatorsabroad.org/StudentTeaching/overview](https://educatorsabroad.org/StudentTeaching/overview)

**DO NOT apply through the WSU Study Abroad office**

### Application Deadlines:

<table>
<thead>
<tr>
<th>Placement Months</th>
<th>Application Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>January, February, March</td>
<td>October 15th</td>
</tr>
<tr>
<td>April, May, June</td>
<td>February 15th</td>
</tr>
<tr>
<td>August, September, October</td>
<td>March 15th</td>
</tr>
</tbody>
</table>

- Educators Abroad requires a **$800 confirmation deposit** paid DIRECTLY to Educators Abroad. This can be paid through the Educators Abroad application.
MORE INFORMATION/FAQs for Educators Abroad Students

What does Educators Abroad charge?

<table>
<thead>
<tr>
<th>INTERNATIONAL PLACEMENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 11 weeks</td>
<td>$3,750</td>
</tr>
<tr>
<td>12 – 14 weeks</td>
<td>$4,450</td>
</tr>
<tr>
<td>15 – 17 weeks</td>
<td>$5,450</td>
</tr>
<tr>
<td>18 weeks</td>
<td>$6,600</td>
</tr>
</tbody>
</table>

DOMESTIC PLACEMENTS

| Up to 18 weeks                           | $2,850          |

- **International Placements:**
  - A $65 application fee is due at the time of application through the WSU Study Abroad office
  - An $800 confirmation deposit is payable to Educators Abroad as part of the application process.
  - The program cost (less the $800 deposit) is billed to WSU by Educators Abroad and will be reflected on your student account. This balance needs to be paid following the WSU payment schedule.
  - In addition to the above placement deposit, a $460 Study Abroad administrative fee will be charged to your guest student account, to be paid according to the regular WSU payment schedule.

- **Domestic Placements:**
  - An $800 confirmation deposit is payable to Educators Abroad as part of the application process. The deposit is credited to the total cost of the program. Educators Abroad bills the student directly for all placement fees.

Do I pay tuition?

Tuition is built into your placement cost through Educators Abroad. You will, however, be responsible for other University fees that might pertain to your semester (ex. edTPA, technology, wellness, student life, etc.). Also, if you are taking additional classes that are not apart of the student teaching course, you will be responsible for any tuition and fees that might apply to those credits.

Can Financial Aid be used to help pay for student teaching abroad?

YES! Federal and state financial aid, as well as institutional scholarships, may be used to fund your study abroad. You must meet with a financial aid officer to answer any questions you may have on financing your experience. See your home university’s Financial Aid Office for details.

What do I do for housing/food while abroad?

Housing and meals are paid by the student and are typically arranged in cooperation with the placement school. An average budget for room and board is $125 per week.

What are the options for Summer Educators Abroad?

Costa Rica, India, Thailand, South Africa, Australia, and New Zealand