

EDUC 131 Introduction to Teaching Plan Sheet - **DUE** **AUGUST 22, 2025**

During your Intro to Teaching class, you are required to complete 25 hours of observation in a PK-12 classroom with a certified teacher. PLEASE do not complete 25 different hours with 25 different teachers, one or two teachers will be great.

If forms are not turned in by **August 22**, you will NOT be able to do PLAN 1, you will have to find your own schools to observe in.

All observation hours must be completed BY DECEMBER 5, 2025, to be accepted. No late hours will be accepted. Only those hours/evaluations turned in by the cooperating teacher(s) electronically will be accepted. You will send the link to the evaluation form to the cooperating teachers (provided in your Intro to Teaching Canvas site).

Do NOT procrastinate all semester and not get your hours done until the very last minute or you run the risk of the evaluations not being turned in on time and your hours not being accepted. You have 16 weeks to complete 25 observation hours this semester, plan accordingly. You are NOT excused from classes to complete these hours.

* Required

* This form will record your name, please fill your name.

1. Full Name *

2. NUID *

3. Address (Local if you are in Chadron): *

4. Cell Phone Number: *

5. Endorsement(s)/Major(s) - (these are the same thing) *

6. CSC Professor for EDUC 131: Intro to Teaching: *

7. Are you currently a para-professional, long-term sub or certified teacher of record working in your endorsement area (ex: Elementary Ed K-8, Special Ed K-12, etc.)?

If you are a one-on-one paraprofessional and not working in classrooms in your endorsement area, then you will need to complete the 25 observation hours and you will answer NO to this question. *

☐ Yes

☐ No

Waiver of observation hours for work-related experiences

If you are a classroom paraprofessional, a long-term substitute teacher or a certified teacher of record and are working in classrooms in your endorsement area (Special Education, Elementary Education, etc.), then your 25 observation hours will be waived. If you are a one-on-one paraprofessional and not working in classrooms in your endorsement area, then you will need to complete the 25 observation hours.

If you are working as a paraprofessional, long-term sub, or certified teacher of record in your endorsement area, you will need to sign the statement in this link - https://eaglescsc-my.sharepoint.com/w/g/personal/svanvleet_csc_edu/EbSEBAFYLqZHzoRy0qKWtkB88cAX6TlrB_6p6UE3gfo6g?e=vghAm6 affirming that you do and then have your Administration sign the form verifying that your statement is correct.

You will then upload the completed form in the next step below.

If you are completing this Waiver form, then you will NOT have to complete the felony oath statement or get a background check. This means that you have completed the observation hours requirement with your job. You will not even go to the rest of this Microsoft form where you would find those forms, it stops here on the waiver form page.

8. Please upload completed waiver form here.

 Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

BACKGROUND CHECK

9. For this question you are asked to certify that you completed the designated steps to obtain a background check.

If you have not done so already, these steps can be accessed at the following link:

https://eaglescsc-my.sharepoint.com/:w/g/personal/svanvleet_csc_edu/EQqnMMPv8xtHj0638EpLJQUBbsocc58df81Buyy0BSpvrA?e=Yr26FG.

This must be done before you continue with this form. **Your background check must be fully processed and completed before you step foot into a classroom or your observation hours will not be accepted.** *

☐ I certify that I have completed the designated steps to obtain a background check.

CSC NDE Oath Statement

10. For this part of the form, scan and upload the CSC NDE Oath Statement that you have completed, signed, and had notarized.

If you have not done so already, this form can be accessed at the following

link: [https://eaglescsc-](https://eaglescsc-my.sharepoint.com/:b:/g/personal/svanvleet_csc_edu/ETwxIN9UHwIOkslrWjnyUZUBwNqkRBa2AflYJaM5CpzFHg?e=WrtxL7)

[my.sharepoint.com/:b:/g/personal/svanvleet_csc_edu/ETwxIN9UHwIOkslrWjnyUZUBwNqkRBa2AflYJaM5CpzFHg?e=WrtxL7](https://eaglescsc-my.sharepoint.com/:b:/g/personal/svanvleet_csc_edu/ETwxIN9UHwIOkslrWjnyUZUBwNqkRBa2AflYJaM5CpzFHg?e=WrtxL7).

This document must be completed and signed in front of a Notary Public. The Notary Public will then sign and stamp your form stating that you are the person signing the document. **Do NOT sign it before you are in front of the notary.** You will then upload the COMPLETED document here before you continue with this form. *

 Upload file

File number limit: 1 Single file size limit: 100MB Allowed file types: Word, PDF, Image

PLAN ONE OR PLAN TWO

You have two choices on this Plan Sheet. You can choose **Plan 1** where you will be placed in a local area school to complete your observation hours (**NOT Chadron Public Schools** - these are reserved for O&P students since they have 100 hours to complete), or you can choose **Plan 2** where YOU will contact a school yourself to complete your observation hours (**NOT on the list below and NOT Chadron Public Schools**). Think about completing these observation hours over break in or near your hometown school. **If you attended Chadron Public Schools and would like to complete your hours there, please talk to Stef first.**

****If, for some reason, you do complete observation hours at Chadron Public Schools and did not clear this with Stef first, your hours will NOT be accepted.**

This form, the Notarized felony oath and your background check **MUST** be submitted prior to completing any hours or **your observation hours will not be accepted.**

11. PLAN 1 or 2 *

- ☐ PLAN 1 - will take you to a list of area schools
- ☐ PLAN 2 - enter information for school you will be observing in

12. **Plan 1:** The Project Coordinator will place you for observation hours in Plan 1. Before this can occur, you must turn in the completed Felony Oath Statement Document to the Project Coordinator and have a completed background check. In the following three questions, please submit your first, second, and third choices of schools where you would like to observe. However, you must be flexible; understand that you may not receive your selected schools. **Please do not select 3 different schools in the same city.**

You will be notified via CSC EagleMail email of where you have been placed. Please contact the person listed in the email to set up a schedule with them.

Nebraska Schools:

- Alliance Early Childhood Center
- Alliance - Emerson Elementary
- Alliance - Grandview Elementary
- Alliance Middle School
- Alliance High School
- CSC Child Development Center (limited basis - **ONLY** if you do not have transportation to go elsewhere)
- Crawford Elementary
- Crawford High School
- Gordon Elementary
- Gordon/Rushville Middle
- Gordon/Rushville High
- Harrison Elementary (K-8)
- Harrison High School
- Hay Springs Elementary
- Hay Springs Middle/High
- Hemingford Elementary
- Hemingford High School
- Rushville Elementary

South Dakota Schools

- Douglas School District in Box Elder, SD
- Edgemont Elementary
- Edgemont High School
- Hot Springs Elementary
- Hot Springs Middle School
- Hot Springs High School
- Loneman School K-8
- Oelrichs Elementary
- Oelrichs High School
- Pine Ridge EL & MS
- Pine Ridge High School

13. Understanding that I may not receive my selected schools, my FIRST choice of schools is: *

- ☐ Alliance Early Childhood Center - Nebraska
- ☐ Alliance - Emerson Elementary - Nebraska
- ☐ Alliance - Grandview Elementary - Nebraska
- ☐ Alliance Middle School - Nebraska
- ☐ Alliance High School - Nebraska
- ☐ Chadron State Child Development Center
- ☐ Crawford Elementary - Nebraska
- ☐ Crawford High School - Nebraska
- ☐ Gordon Elementary - Nebraska
- ☐ Gordon/Rushville Middle - Nebraska
- ☐ Gordon/Rushville High - Nebraska
- ☐ Rushville Elementary - Nebraska
- ☐ Harrison Elementary (K-8) - Nebraska
- ☐ Harrison High School - Nebraska
- ☐ Hay Springs Elementary - Nebraska
- ☐ Hay Springs Middle/High - Nebraska
- ☐ Hemingford Elementary - Nebraska
- ☐ Hemingford High School - Nebraska
- ☐ Bennett County High School - South Dakota
- ☐ Bennett County Junior High - South Dakota
- ☐ Martin Grade School - South Dakota
- ☐ Douglas School District in Box Elder, SD
- ☐ Edgemont Elementary - South Dakota
- ☐ Edgemont High School - South Dakota
- ☐ Hot Springs Elementary - South Dakota
- ☐ Hot Springs Middle School - South Dakota
- ☐ Hot Springs High School - South Dakota
- ☐ Loneman School K-8 - South Dakota

- ☐ Oelrichs Elementary - South Dakota
- ☐ Oelrichs High School - South Dakota
- ☐ Pine Ridge EL & MS - South Dakota
- ☐ Pine Ridge High School - South Dakota
- ☐ No preference

14. Understanding that I may not receive my selected schools, my SECOND choice of schools is: *

- ☐ Alliance Early Childhood Center - Nebraska
- ☐ Alliance - Emerson Elementary - Nebraska
- ☐ Alliance - Grandview Elementary - Nebraska
- ☐ Alliance Middle School - Nebraska
- ☐ Alliance High School - Nebraska
- ☐ Chadron State Child Development Center
- ☐ Crawford Elementary - Nebraska
- ☐ Crawford High School - Nebraska
- ☐ Gordon Elementary - Nebraska
- ☐ Gordon/Rushville Middle - Nebraska
- ☐ Gordon/Rushville High - Nebraska
- ☐ Rushville Elementary - Nebraska
- ☐ Harrison Elementary (K-8) - Nebraska
- ☐ Harrison High School - Nebraska
- ☐ Hay Springs Elementary - Nebraska
- ☐ Hay Springs Middle/High - Nebraska
- ☐ Hemingford Elementary - Nebraska
- ☐ Hemingford High School - Nebraska
- ☐ Bennett County High School - South Dakota
- ☐ Bennett County Junior High - South Dakota
- ☐ Martin Grade School - South Dakota
- ☐ Douglas School District in Box Elder, SD
- ☐ Edgemont Elementary - South Dakota
- ☐ Edgemont High School - South Dakota
- ☐ Hot Springs Elementary - South Dakota
- ☐ Hot Springs Middle School - South Dakota
- ☐ Hot Springs High School - South Dakota
- ☐ Loneman School K-8 - South Dakota

- ☐ Oelrichs Elementary - South Dakota
- ☐ Oelrichs High School - South Dakota
- ☐ Pine Ridge EL & MS - South Dakota
- ☐ Pine Ridge High School - South Dakota
- ☐ No preference

15. Understanding that I may not receive my selected schools, my THIRD choice of schools is: *

- ☐ Alliance Early Childhood Center - Nebraska
- ☐ Alliance - Emerson Elementary - Nebraska
- ☐ Alliance - Grandview Elementary - Nebraska
- ☐ Alliance Middle School - Nebraska
- ☐ Alliance High School - Nebraska
- ☐ Chadron State Child Development Center
- ☐ Crawford Elementary - Nebraska
- ☐ Crawford High School - Nebraska
- ☐ Gordon Elementary - Nebraska
- ☐ Gordon/Rushville Middle - Nebraska
- ☐ Gordon/Rushville High - Nebraska
- ☐ Rushville Elementary - Nebraska
- ☐ Harrison Elementary (K-8) - Nebraska
- ☐ Harrison High School - Nebraska
- ☐ Hay Springs Elementary - Nebraska
- ☐ Hay Springs Middle/High - Nebraska
- ☐ Hemingford Elementary - Nebraska
- ☐ Hemingford High School - Nebraska
- ☐ Bennett County High School - South Dakota
- ☐ Bennett County Junior High - South Dakota
- ☐ Martin Grade School - South Dakota
- ☐ Douglas School District in Box Elder, SD
- ☐ Edgemont Elementary - South Dakota
- ☐ Edgemont High School - South Dakota
- ☐ Hot Springs Elementary - South Dakota
- ☐ Hot Springs Middle School - South Dakota
- ☐ Hot Springs High School - South Dakota
- ☐ Loneman School K-8 - South Dakota

- ☐ Oelrichs Elementary - South Dakota
- ☐ Oelrichs High School - South Dakota
- ☐ Pine Ridge EL & MS - South Dakota
- ☐ Pine Ridge High School - South Dakota
- ☐ No preference

16. **PLAN 2:** I have elected to pick my own school to observe. I will NOT go to Chadron Public Schools (unless I attended Chadron Public Schools) or any of those listed in PLAN 1 to observe in since these schools are reserved for O&P students and are the schools the Project Coordinator place other observation students. For the school(s) I choose, I will contact the school principal and arrange classes, dates, and hours to complete my required observation for the semester. You may go back to your home school to observe.

17. School #1 Name: *

18. School #1 Address (including city & state): *

19. School #1 Phone Number: *

20. (Optional) School #2 Name:

21. (Optional) School #2 Address (including city and state):

22. (Optional) School #2 Phone Number:

23. (Optional) School #3 Name:

24. (Optional) School #3 Address (including city and state):

25. (Optional) School #3 Phone Number:

Intro to Teaching Placement policy

I understand that once I have been placed at a school, that I am committed to completing my hours at this school. I will not change my mind at mid-term and decide to complete my hours over break at home or in another school. Alternate placements will only be made or accepted under extreme circumstances.

26. E-Signature: *

27. Date: *

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