

# Student Teaching/ Practicum Request Form

Post-baccalaureate Candidate (revised 09/09)

## PERSONAL INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Maiden Name \_\_\_\_\_

Cabrini ID # \_\_\_\_\_ Soc Sec # \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Cabrini email address \_\_\_\_\_

Your educational history:

Undergraduate Degree Received \_\_\_\_\_

College \_\_\_\_\_ Date \_\_\_\_\_

What special accommodations are required for your placement?

None or describe \_\_\_\_\_

Do you hold a PA teaching certificate?  YES  NO If Yes, attach a copy.

If yes, what is the certificate area? \_\_\_\_\_

## PROGRAM INFO

What area(s) of certification are you pursuing(s): (check all that apply)

- Early Childhood  Elementary Education  Reading Specialist  Special Ed  
 Secondary Education (area(s): \_\_\_\_\_)

List the number of credits needed for

### **Student Teaching:**

ELE 490 \_\_\_\_\_ cr ECE/ELE 490 \_\_\_\_\_/\_\_\_\_\_ Dual Major

SPE 490 \_\_\_\_\_ cr SPE 491 \_\_\_\_\_ cr

SEC 490 \_\_\_\_\_ cr EDU 492 Major \_\_\_\_\_ EDG 594 \_\_\_\_\_ cr

**NOTE:** You will not be enrolled in other courses during the student teaching semester(s).

**Students must register for student teaching; the registration form must have the Director of Student Teaching's signature to insure that the student is enrolled in the correct student teaching course for the correct number of credits.**

**PREREQUISITE AGREEMENT**

This form must be filed 6 months prior to the start date.

All clearances must be filed with the application as a part of the placement process. Updated clearances must be filed 6 weeks prior to the start date. I understand that any charge/s that appear/s on the clearances may delay the placement and/or certification process for an undetermined amount of time.

Praxis scores must be filed one month prior to the start date. All required Praxis exams must be passed prior to the start of student teaching.

All courses required for certification must be completed prior to the start of the student teaching semester.

I understand the terms of the prerequisites \_\_\_\_\_  
Signature Date

**PLACEMENT AGREEMENT**

I agree to accept the placement Cabrini feels is best for me. If I ask for a change, then I understand that the change may mean waiting up to six months before I can begin my placement.

I understand the terms of this placement \_\_\_\_\_  
Signature Date

*When a placement request is sent to a school/school district, copies of all clearances and often a copy of the student's transcript accompanies the request. It is important that student's are aware of and acknowledge that all of this personal information is being provided with each request.*

**PLEASE READ AND SIGN.**

I GIVE MY PERMISSION TO THE EDUCATION DIVISION/REGISTRAR TO SEND AN OFFICIAL TRANSCRIPT and CLEARANCES TO THE SCHOOL DISTRICT TO REQUEST A FIELD PLACEMENT:

NAME \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**PLACEMENT INFORMATION**

**In which semester are you planning to complete Student Teaching/Practicum?**

Fall       Spring       Summer       Winterim (Dec/Jan)      Year \_\_\_\_\_

*You will provide your own transportation.*

**Indicate where you would like your placement.**

If you have a name of a school and/or teacher with whom you would like to request placement, please indicate those details below. If you do not know these details, just indicate the school district/s in which you would like to request placement.

**Every attempt will be made to place you in one of your requests. However, we cannot guarantee your request.**

School districts require a six month advance placement request.

**NOTE: Students are NOT ALLOWED to student teach in the same building where they have a family member.**

**You may be able to student teach in the same district or school system, just not the same campus.**

**FIRST REQUEST**

School District \_\_\_\_\_ County \_\_\_\_\_

School \_\_\_\_\_

Grade Level \_\_\_\_\_

Teacher \_\_\_\_\_

**SECOND REQUEST**

School District \_\_\_\_\_ County \_\_\_\_\_

School \_\_\_\_\_

Grade Level \_\_\_\_\_

Teacher \_\_\_\_\_

**THIRD REQUEST**

School District \_\_\_\_\_ County \_\_\_\_\_

School \_\_\_\_\_

Grade Level \_\_\_\_\_

Teacher \_\_\_\_\_

***If you are employed, please complete:***

Do you want to student teach where you are employed?     YES     NO

School District \_\_\_\_\_ School \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

Street

City

State

Zip

Principal/Director \_\_\_\_\_

Your position/subject \_\_\_\_\_ Grade \_\_\_\_\_

***NOTE: If you change your plans regarding placements, please submit the change IN WRITING to the Director of Student Teaching immediately. Keep us informed of all changes.***

## **REQUIREMENTS FOR PLACEMENTS**

Prerequisites for **Student Teaching** Placement include:

*The following must be completed with the application, prior to the placement request:*

- Copy of PA Act 34, Criminal Record Check; available online at <https://epatch.state.pa.us>; must be updated annually
- Copy of PA Act 151, Child Abuse Clearance; must be updated annually
- Copy of FBI Criminal History clearance (use the process mandated by PDE); does not have to be updated
- Copy of Negative Mantoux Test or chest x-ray (TB); good for 2 years

*The following must be completed at least 4 weeks prior to the start of the placement:*

- Copy of all Praxis I and II test scores (must be passed)
- Copy of Liability insurance (Homeowners or PSEA – [www.psea.org](http://www.psea.org))
- Copy of curriculum model/advising guide (for post-bac students) AND current unofficial undergraduate transcript.  
All certification course work must be completed prior to student teaching
- Completed Post-Baccalaureate audit (see attachment)

Prerequisites for **Practicum** Placement include:

*The following must be completed with the application, prior to the placement request:*

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- Copy of PA Act 34, Criminal Record Check; available online at <https://epatch.state.pa.us>; must be updated annually.
- Copy of PA Act 151, Child Abuse Clearance; must be updated annually
- Copy of FBI Criminal History clearance (use the process mandated by PDE); does not have to be updated
- Copy of Negative Mantoux Test or chest x-ray (TB); good for 2 years

*The following must be completed at least 4 weeks prior to the start of the placement:*

- Copy of all Praxis I and II test scores (must be passed)
- Copy of Liability insurance (Homeowners or PSEA – [www.psea.org](http://www.psea.org))
- Copy of curriculum model/advising guide AND current unofficial undergraduate transcript.  
All certification course work must be completed prior to student teaching.
- Completed Post-Baccalaureate audit (see attachment)

***NOTE:*** *You will not be enrolled in other courses during the student teaching semester(s).*

## **GENERAL INFORMATION:**

- Finalized placements will be announced via postings outside the Education Division office and online at [www.cabrini.edu/education](http://www.cabrini.edu/education). The postings will be available beginning one month prior to the start of the placements.
- All placements should be finalized within two weeks of the start of Cabrini's semester (unless extenuating circumstances exist).
- Start dates will differ for students depending on a variety of variables for the individual student; however, all placements are a full 14 weeks (special education majors have 7 weeks in a severe disability setting and another 7 weeks in a mild disability setting).
- The add-on elementary placement for special education majors will be a minimum of 3 weeks following the completion of the special education placements.
- In general, student teaching orientation will take place the first Wednesday of the Cabrini semester and placements will begin the second Monday of the Cabrini semester.