# Senior Field/Student Teaching/Internship Request Form

# **Due January 31 of each year**

PERSONAL INFORMATION	
Last Name Maiden Name	First Name
Maiden Name	
Cabrini ID #	Soc Sec #
Date of Birth:	<del></del>
	living during your Student Teaching Placement:
Home Phone:	ted within 30-45 minutes from the college.
Email address:	
	<del></del>
PROGRAM INFORMATION	1
Area of Certification (check all t	that apply)
PreK-4	Middle Level 4-8  SEC/area:
PreK-4/SPE PreK-8	8 SEC/area:
Ed Studies/Circle a	area (PreK-4, SPE PreK-8, ML 4-8, SEC/
<b>Credits Required for Certifica</b>	tion (12-17Credits)
Student Teaching:	
EDU 490cr Prek-4	EDU 490cr ML (Grade 4-5 and/or Grade 6-8)
EDU 491cr SPE PreK-8	
SEC 490 cr	
EDU 493 cr Student Teach	ing Seminar (Required for all Certification Areas)
<del></del>	,
Internship (for Ed Studies stude	ents only): Praxis scores not required
EDU 488 cr (6 credits)	
EDU 489/ECG 400 cr (6cre	edits)
EDU 493cr (2 <del>credi</del> ts)	,
SEC 488/489cr (12credits)	
Indicate in which semester you	are planning to complete:
	lSpringSummerWinterim (Dec/Jan)
Year:	• • • • • • • • • • • • • • • • • • • •
	FallSpringSummerWinterim (Dec/Jan)
Year:	(200,000a)
	ill provide your own transportation.
	nodations required for your placement.
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### PREREQUISITE AGREEMENT

I understand the terms of the prerequisites:\_

This form must be filed 6 months prior to the start date of your Senior Field/Student Teaching/Internship.

All courses required for graduation must be completed prior to the start of the student teaching semester. An audit must be completed by advisor.

All clearances must be filed with the application as a part of the placement process. Updated clearances must be filed 4 months 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.

PAPA tests must be passed and filed at the time of application. All required PECT tests must be passed 4 months prior to the start of student teaching.

	Signature	Date
	ENT nent Cabrini feels is best for me. If I a e may mean waiting up to six months b	0 ,
I understand the terms of t	this placement:	
	Signature	Date
	TO THE EDUCATION DIVISION/REC PT and CLEARANCES TO THE SCHO	
NAME:		
SOCIAL SECURITY NUM	BER:	
SIGNATURE:		
DATE:		

#### **Certification Students**

### 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. Please note: Students are NOT Permitted 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. Students are not permitted to find their own placement as it violates school district policy.

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School District	County:
School	
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Tanahar	
SECOND REQUEST	
School District	County:
School	
Teacher	
THIRD REQUEST	
School District	County:
School	
O 1 $I$ 1	
Taachar	
If plans change regarding placen	nents, please submit the change <b>IN WRITING</b> to the
	mediately. Keep us informed of all changes.
Note: the semester that you com	pleted each of the following field courses.
☐ I am an Educat	ional Studies Student and will not be completing fields.
	EC 202A
EDU 202 SE	EC 202B
EDU 330 EI	OU 200
	OU 300

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

## **GENERAL INFORMATION:**

- School districts require a six month advance placement request.
- Senior Field Experience must be completed the semester prior to student teaching.
- Do not register for Student Teaching. The Director of Student Teaching will register all student teachers each semester.
- Students will be notified by email regarding finalized placements.
- When a placement request is sent to a school/school district, copies of all clearances and 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.

- All placements should be finalized within two weeks of the start Cabrini's semester (unless extenuating circumstances exist).
- Placements are for a full semester.
- Seminars will be held on scheduled Wednesdays from 4-6pm in the Widener Center Lecture Hall. The schedule will be sent out prior to Student Teaching/Internship and at the Orientation Meeting. Please check your email for information.

# **REQUIREMENTS FOR PLACEMENTS**

Prerequisites for <u>Senior Field Placement</u> (402) include:
The following must be completed with the application, prior to the placement request:
☐ Senior Field must be completed the semester prior to student teaching.
☐ Admittance into the Certification Program.
□ Passed PAPA tests
☐ Copy of PA Act 34, Criminal Record Check; can do on-line at
https://epatch.state.pa.us) must be updated annually
☐ Copy 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 Negative Mantoux Test or chest x-ray (TB) good for 2 years
☐ Completed Undergraduate Major audit signed by advisor
Completed officergraduate major addit signed by advisor
Prerequisites for <b>Student Teaching</b> Placement include:
The following must be completed & included with the application, 4 months prior to the
placement request:
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☐ Acceptance into the Certification Program (a copy of the letter)
☐ Undergraduate transcripts (from each attending institution)
☐ Signed Audit completed & signed by Advisor
☐ Copy of PA Act 34, Criminal Record Check
<ul> <li>https://epatch.state.pa.us updated annually</li> </ul>
☐ Copy of PA Act 151, Child Abuse Clearance updated annually
☐ Copy of FBI Criminal History clearance (use the process mandated by PDE) –
updated annually
☐ Copy of Negative Mantoux Test or chest x-ray (TB) good for 2 years
□ Resume
☐ Letter of Interest/Cover Letter
☐ Two letters of reference
The following must be completed at least 4 months prior to the start of the placement:
□ PECT tests
☐ Copy of Liability insurance (Homeowners or PSEA – www.psea.org)
☐ Both sophomore field experiences completed
☐ Both junior field experiences completed
☐ Senior field experience completed EDU 402
☐ All course work must be completed prior to student teaching.
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Copy of PA Act 34, Criminal Record Check—updated annually https://epatch.state.pa.us Copy of PA Act 151, Child Abuse Clearanceupdated annually Copy of FBI Criminal History clearance (mandated by PDE) — updated annually Copy of Negative Mantoux Test/chest x-ray (TB)good for 2 years for most districts Completed Undergraduate Major audit approved & signed by advisor Copy of Liability insurance (Homeowners or PSEA — www.psea.org) All course work must be completed prior to internship unless other special arrangements have been made through the Director of Student Teaching.