

# Senior Field/Student Teaching/Internship Request Form

Undergraduate (revised 09/09)

## PERSONAL INFORMATION

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

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

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

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

Will you live on campus during student teaching?  YES  NO

If no, please give the **address where you will live during student teaching:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** Your placement will be based on the address you provide above. Placements will be within a 30-45 minute drive of where you state you will be living during student teaching.

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

Cabrini email address \_\_\_\_\_

What special accommodations are required for your placement?

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

## PROGRAM INFO

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

- Early Childhood     Elementary Education     Reading Specialist     Special Ed  
 Secondary Education (area/s: \_\_\_\_\_)  
 Ed Studies (early childhood, elementary, special ed) Circle which area has been your concentration.

List the number of credits:

### ***Student Teaching:***

ELE 490 \_\_\_\_\_ cr    ECE/ELE 490 \_\_\_\_\_/\_\_\_\_\_ Dual Major    SPE 490 \_\_\_\_\_ cr    SPE 491 \_\_\_\_\_ cr  
EDU 492 \_\_\_\_\_ (post-baccalaureate placement)    SEC 490 \_\_\_\_\_ cr

### ***Internship (for Ed Studies students only): Praxis scores not required***

ELE 488 A (3-6 cr) \_\_\_\_\_ cr    SPE 488 A (3-6 cr) \_\_\_\_\_ cr    ELE 489 A (6 cr) \_\_\_\_\_ cr  
SPE 489 A (3-6 cr) \_\_\_\_\_ cr    ECE 488 A (6 cr) \_\_\_\_\_ cr

**Students must register for senior field and student teaching/internship; the registration form must have the Director of Student Teaching's signature to ensure 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 graduation 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 accompany the request. It is important that students 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 \_\_\_\_\_

**In which semester are you planning to complete EDU 402 Senior Field?**

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

Will you have your own transportation?  Yes  No

**Note:** Senior Field Experience must be completed the semester prior to student teaching.

Certification students only.

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

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 \_\_\_\_\_

**Are you applying for a student teaching placement or internship placement where you are employed?**

YES  NO      **If yes, complete below.**

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.

Note the semester that you completed each of the following fields courses.

I am an Educational Studies Student and will not be completing fields.

EDU/SEC 202 A \_\_\_\_\_

EDU/SEC 202 B \_\_\_\_\_

EDU/SEC 302A \_\_\_\_\_

EDU/SEC 302B \_\_\_\_\_

**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.

## **REQUIREMENTS FOR PLACEMENTS**

Prerequisites for **Senior Field Placement** (402) include:

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

- This course must be completed the semester prior to student teaching.
- Admittance to the Education Division
- Copy of PA Act 34, Criminal Record Check; available online 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 (see attachment)

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

- Copy of all Praxis I test scores (must be passed)
- Both sophomore field experiences complete (note semester and year completed, i.e. F2008)
  - 202 \_\_\_\_\_ 202 \_\_\_\_\_
- Both junior field experiences complete (note semester and year completed, i.e. F2008)
  - 302 \_\_\_\_\_ 302 \_\_\_\_\_

Prerequisites for **Student Teaching** Placement include:

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

- Admittance to the Education Division (a copy of the letter)
- 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))
- Both sophomore field experiences complete (only for undergraduates)
- Both junior field experiences complete (only for undergraduates)
- Senior field experience complete (only for undergraduates)
  - 402 \_\_\_\_\_
- All course work must be completed prior to student teaching.

Prerequisites for **Internship** Placement include:

*(Internship is NOT an option for secondary education or post-baccalaureate students)*

*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
- Completed Undergraduate Major audit (see attachment)

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

- Copy of Liability insurance (Homeowners or PSEA – [www.psea.org](http://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.