



Undergraduate (revised 10/10)

Senior Field/Student Teaching/Internship Request Form 2011-12

PERSONAL INFORMATION

Last Name _____ First Name _____

Maiden Name _____

Cabrini ID # _____ Soc Sec # _____

Date of Birth: _____

Home Address: _____

If different, address you will be living during your Student Teaching Placement:

NOTE: Placements will be located within 30-45 minutes from the college.

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Email address: _____

PROGRAM INFORMATION

Area of Certification (check all that apply)

____ ECE ____ ELE Education ____ Reading Specialist

____ SPE ____ SEC/area: _____

____ Ed Studies/Circle area (ECE, ELE, SPE, SEC/area: _____)

Credits Required for Certification

Student Teaching:

ELE 490 ____ cr ECE/ELE 490 ____/____ Dual Major

SPE 490 ____ cr SPE 491 ____ cr EDU 492 ____ Practicum for add-on Certificate

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

Indicate in which semester you are planning to complete:

EDU 402 Senior Field: ____ Fall ____ Spring ____ Summer ____ Winterim (Dec/Jan)

Year: _____

Student Teaching/Internship: ____ Fall ____ Spring ____ Summer ____ Winterim (Dec/Jan)

Year: _____

You will provide your own transportation.

Please state any special accommodations required for your placement.

PREREQUISITE AGREEMENT

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

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.

Praxis I scores & Fundamental Subjects tests must be passed and filed at the time of application. All required Praxis II exams must be passed 4 months prior to the start of student teaching.

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

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

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: _____

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.*

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 plans change 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 field 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:

- School districts require a six month advance placement request.
- Senior Field Experience must be completed the semester prior to student teaching.
- Students must register for senior field and student teaching/internship; 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.
- 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 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.
- 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 **Senior Field Placement** (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 to the Education Division
- Copy of PA Act 34, Criminal Record Check; can do on-line at <https://epatch.state.pa.us/Home.jsp> --- 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

Prerequisites for **Student Teaching** Placement include:

The following must be completed & included with the application, 4 months prior to the placement request:

- Acceptance into the Certification Program (a copy of the letter)
- Undergraduate & Graduate transcripts (from each attending institution)
- Signed Audit completed by Advisor
- Copy of PA Act 34, Criminal Record Check
<https://epatch.state.pa.us/Home.jsp> --- updated annually
- 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
- Two letters of reference

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

- Copy of all Praxis II test scores (must be passed)
- Copy of Liability insurance (Homeowners or PSEA – www.psea.org)
- Both sophomore field experiences complete (undergraduates only)
- Both junior field experiences complete (undergraduates only)
- Senior field experience complete (undergraduates only)

- All course work must be completed prior to student teaching.

Prerequisites for **Internship Placement** include:

- Copy of PA Act 34, Criminal Record Check—updated annually
<https://epatch.state.pa.us/Home.jsp>
- Copy of PA Act 151, Child Abuse Clearance---updated 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.