

General Information

- In order to be sure the application is completed properly, it is strongly recommended that you do not wait until the last minute to turn in your paperwork. If you submit your paperwork early in the week, you will most likely find the process less stressful, especially if something has to be corrected.
- Some departments require applicants to complete a different ‘Worksheet for Departmental Approval’ form than is included in this packet. Those forms are available from the individual departments. Be aware that you will be required to adhere to all departmental requirements. **It is your responsibility to see if your department requires a different form than is provided in this packet. Please check this form-Department Requirements listed by department - for specifics for each department.**
- Neither you nor anyone on your behalf may make any inquiries regarding placements in schools. This is the responsibility of the university coordinators. Trying to secure your own placement could have an adverse effect on your eligibility to student teach! Nor will you be placed in the high school from which you graduated or in a school where family members work or attend.
- You will not be registered for EDU 458 and 432. You will need to register yourself for these two courses.
- An ‘International Student Teaching Application’ is required for students planning on student teaching in an international setting. Please download the application from the “EDU 458 course pack.” The completed application form should be turned in with the rest of your application. The **Australia and Dominican Republic** programs are only offered in the **SPRING** semester and the **England and Ghana** programs are only offered in the **FALL** semester. **Please note:** The Office of International Education also have application materials that must be filled out and turned in by the application deadline date.
- After your application has been accepted, you will be assigned to a university coordinator based on your assignment to a teaching center. **It is your responsibility** to pick up your ‘Assignment Letter’ and to schedule an interview appointment with your assigned university coordinator for Interview Week. Assignment letters **are not** mailed and interviews will **not** be scheduled by phone except for students not on campus this semester. Please notify Ann of this situation when turning in your application forms.

REMEMBER:

**APPLICATIONS WILL NOT BE ACCEPTED
AFTER 12:00 NOON ON THURSDAY,
SEPTEMBER 10!
NO EXCEPTIONS!**