

Practicum Application

Graceland University School of Education

Personal Information									
Last Name				First Name				Graceland ID	
Phone			Campus Box #			Email			
<i>Address where you can be reached during your internship</i>									
Address							<input type="checkbox"/> Sophomore		
City							<input type="checkbox"/> Junior		
State		Zip			<input type="checkbox"/> Senior				
Education Information									
<input type="checkbox"/> Elementary Education		Endorsement(s)							
<input type="checkbox"/> Secondary Education		Endorsement(s)							
Enter the specific date(s) you intend to complete a practicum, then check the semester or term below:							Date(s)		
Check One (Lamoni Campus Students)					Check One (INDP, IHCC, or NCMC Students)				
<input type="checkbox"/> Fall Semester		<input type="checkbox"/> Winter Term			<input type="checkbox"/> Term 1		<input type="checkbox"/> Term 3		<input type="checkbox"/> Term 5
<input type="checkbox"/> Spring Semester		<input type="checkbox"/> Summer Session			<input type="checkbox"/> Term 2		<input type="checkbox"/> Term 4		
Practicum Requested									
<i>(Candidate should not contact the school to make their own arrangements. This will be handled by the University.)</i>									
Teacher's Name				Grade Level or Area					
School Name				Principal's Name					
School Address				Phone					
City		State		Zip		Fax			
Select the practicum you will be completing									
<i>(105 hour experience required for Early Childhood and anyone seeking reading certification in Missouri)</i>									
Check One Credit Option: <input type="checkbox"/> 1 Credit Hour (40 hours) <input type="checkbox"/> 2 Credit Hours (80 hours) <input type="checkbox"/> 3 Credit Hours (105 hours)									
Check One Course:									
<input type="checkbox"/> EDUC3290 Pk-3 Early Childhood Practicum				<input type="checkbox"/> EDUC3330 K-6 Reading			<input type="checkbox"/> EDUC3340 7-12 Reading		
<input type="checkbox"/> EDUC3450 K-6 Mild/Moderate Special Ed. Practicum				<input type="checkbox"/> EDUC3550 7-12 Mild/Moderate Special Education Practicum					
<input type="checkbox"/> EDUC3720 Secondary Education Internship				<input type="checkbox"/> EDUC3280 Middle School Practicum					
<input type="checkbox"/> EDUC3710 Elementary Education Internship				<input type="checkbox"/> EDUC3730 Combination K-6 & 7-12 Education Internship for Art, Music, and P.E.					
Instructor									

Requirements and Guidelines

1. Have been accepted into the Teacher Education program.
2. While participating in a practicum, represent Graceland University in a positive manner. You are an ambassador for the university.
3. Keep a calendar that summarizes your activities for each day. Also, indicate the times you arrive and leave the school each day. This calendar must be signed by your cooperating teacher. This calendar must be submitted to your university supervisor before a grade can be submitted for the practicum.
4. During fieldwork, you must complete the following (refer to the practicum handbook for more detailed instructions):
 - a. Daily journal entries submitted once a week to your supervisor in the ePortfolio.
 - b. Lesson plans submitted to your supervisor in the ePortfolio
 - c. Samples of student work submitted to your supervisor in the ePortfolio
 - d. A daily timesheet, signed by the cooperating teacher.
5. A grade cannot be assigned for the practicum until your cooperating teacher has returned the evaluation form to your university supervisor. You are responsible for making sure that the evaluation form has been returned.
6. A copy of this application will be submitted to the Registrar's Office. Submission of this form by the Field Experience Office will register you for the course. Any program related fees must be paid before your registration is complete.
7. If you are an international student, you must have written permission from the Director of Intercultural Programs to participate in an internship. Refer to your handbook.

I understand all the expectations for an Internship. (Teacher Candidate)	
Teacher Candidate Signature	Date
<i>Teacher candidate completes form with help of advisor.</i>	
This student has met all prerequisites for this course. (Advisor)	
Advisor Signature	Date
<i>Advisor checks to make sure prerequisites have been met, adds their name and date, and sends to the Teacher Education Secretary</i>	
Director of Field Experiences Signature	Date
<i>Teacher Education Secretary adds supervisor information and forwards to Registrar</i>	