

APPLICATION CHECKLIST
For Student Teaching, Practicum or Intern Experiences **SPRING 2019**

Legal Name _____ UWL ID# _____

Major _____ Minor _____

Major #2 _____ Minor #2 _____

Student Teaching Semester _____ Spring 2019 _____ Fall 2019

Place application materials in the following order with this checklist on top.

Forms: The following forms will need to be submitted with your Student Teaching application:

- Picture of Yourself** – Copy onto 8.5" x 11" sheet of paper and print your name below picture.
- Application for Student Teaching or Practicum Experience**
- Additional PETE Student Teaching Application** – Only required for PETE majors (provide 2 copies)
- Additional SPE Student Teaching Application**- Only required for SPE minors (provide 2 copies)
- Student Teaching/Internship/Practicum Agreement Form**
- Consent for Release of Information Form**
- Memo of Understanding Form**
- Admission Questionnaire Form**
- Criminal Background Check Release Form** – All student teacher / practicum / intern candidates must pass a national criminal background check.
- Academic Plan / Credentialing Check Form** – Please complete to the best of your ability, all majors and minors you would like to certify. The School of Education's Academic Services Director/Teacher Certification Officer will verify that you meet program and degree requirements to student teach.

Supporting Documents: Submit the following documents with your Student Teaching application:

- Resume**
- Hepatitis B Immunization Record** – Requires official documentation proof from physician or clinic, Student Health Center or from the Wisconsin Immunization Registry website. Test results may be emailed to: soefieldexp@uwlax.edu, faxed to: 608-785-8926, or dropped off at 1221 Centennial Hall.

Documents to be Submitted at Various Deadlines: Please follow deadlines listed below:

- Extracurricular Activity Request** – Form and written request required if you would like to coach, volunteer, or do any other extracurricular work during student teaching. Permission from the Field Experience Coordinator is required prior to accepting the responsibility. Form to be emailed to: soefieldexp@uwlax.edu, faxed to: 608-785-8926, or dropped off at 1221 Centennial Hall.
- Praxis, ACTFL, FORT** – Scores required to be on file with Certification Officer by July 27th, 2018.
- Cooperating Teacher Letter** – Update letter, receive approval from faculty, and send by email to your cooperating teacher immediately upon receipt of placement, send copy to Field Experience Office.
- TB Test Documentation** – Official documentation of a negative TB test is required within a 90-day window prior to the start of the placement, unless one has been done within the past year. Copy must be on file with Field Experience Office one month prior to student teaching orientation and may be emailed to: soefieldexp@uwlax.edu, faxed to: 608-785-8926, or dropped off at 1221 Centennial Hall.