MEMORANDUM

TO: University Supervisors of Student Teachers
FROM: Clinical Experiences, Placements & Partnerships
RE: Nominations for Outstanding Collaborating Teacher Spring 2017

Each semester, the office of Clinical Experiences, Placements and Partnerships (CEPP) presents an award to the Outstanding Collaborating Teacher. The process for selecting the Outstanding Collaborating Teacher is as follows:

- University supervisors or student teachers may nominate collaborating teachers deserving of the award and return the nominations to CEPP.
- Nominations are forwarded to a selection committee composed of faculty representing the different teacher education program areas.
- The Selection Committee selects the Outstanding Collaborating Teacher for the semester and an award is presented at the Ending Seminar for the semester.
- Winners are notified via email and requested to attend the Ending Seminar to receive the award.

Attached you will find a nomination form. If you or your student teacher feels that your collaborating teacher is deserving of this honor, please complete the form and email it as an attachment to fieldawards@kennesaw.edu no later than Friday, March 31, 2017.

If you have questions about the KSU award process, please contact the CEPP office.