



**APPLICATION AND INSTRUCTIONS FOR SINGLE SEMESTER STUDENT
TEACHING AND
YEARLONG CLINICAL EXPERIENCE**
(for use by undergraduate and graduate programs for initial teacher education)

**Application for Spring 2018 Single Semester and
Spring 2018/Fall 2018 Yearlong Clinical Experience I/II**
Due: On or Before September 15, 2017

Application for admission to Clinical Experience is complete when all items below have been completed. You will need your **preservice certificate number** and your **liability insurance policy/id number** to complete the Single Semester Student Teaching, or Yearlong Clinical Experience online application.

1. APPLICATION

When you complete your online application, print a copy and bring it to the CEPP office Kennesaw Hall, Suite 1002

2. ADVISOR REVIEW

Make an appointment or stop by to see your program coordinator/faculty advisor. Take a copy of the “**Advisor Review**” form (attached to this document) with you. Ask your advisor to complete the form and sign it. **Then**, proceed to Education Student Services (ESS – located in KH, Room 1314) and have the Director sign off to verify BCOE admission requirements have been met. **Both the online application and the Advisor Review form should be completed by September 15th**

a placement request will not be submitted for students who do not turn in an application and the approved Advisor Review form.

Teacher of Record – Provisional Teachers - Unless there are extenuating circumstances or they are the teacher of record and have received approval to use their current classroom for their field placement, candidates will NOT be placed in schools where they are currently employed or in which they have been employed within the last ten years. Paraprofessionals may not use their job as their ST or YCE I/II placement. Provisional Teachers must complete the Provisional Teacher Approval form located on the CEPP webpage: <http://bagwell.kennesaw.edu/centers/cepp/field-experiences/student-teachingpracticum-3>

Proceed to Part II – submitting your placement request online through your Owl Express account.

Part II - Instructions to submit Online Application:

Step 1: Log on to **OWL EXPRESS** using your Net ID and Password

Step 2: At the Main Menu select
“Student Services”

Step 3: At the KSU Program Applications Menu select
“Bagwell College of Education Applications & Forms”

Step 4: At the BCOE Applications and Forms Menu select
**“Student Teaching/Practicum III” for Single Semester or
 “YCE for YearLong Clinical Experience”**

All of your information (address, phone number) is pre-populated through the BANNER Student Information System. Please read the application in full and answer each question. Failure to do so may delay your placement request.

Begin the application – please answer all questions.

Next: Select the program area that you are completing your degree in. (This is your Certification Area) ex. Birth to 5 (Kindergarten), Elementary Education, History Education, Art Education, etc.

Next: Select the school district system and grade level in which you would like to complete your clinical experience, however **All** schools within the district selected and **All** grade levels will be considered for placement. If a district is not able to accept the placement, CEPP will request an alternate placement in another district for the student. All placement requests will be approved by KSU program faculty prior to being sent to the districts for placement. At the discretion of the KSU faculty, the county chosen by the student may be changed. The student will be notified if the request is changed by KSU faculty.

Next: You may also include any special accommodations that you might require in the field with your school choices. (See Student Support Services)

Note KSU Policy: You cannot be placed in a school with your children or relatives. Students who are employed by a school district are not allowed to complete their field placements in the school in which they are employed, unless they are the teacher of record and have approval from KSU faculty and CEPP. Be sure to list ALL schools where you have children, relatives, or are employed. Failure to do so is a violation of KSU Code of Ethics.

Next: Print a copy of your application before submitting your application.

If you have questions regarding this process please contact The Center for Education Placements & Partnerships at 470-578-6734 or studentteach@kennesaw.edu

Advisor Review
Of Eligibility for Clinical Experience
Kennesaw State University
Bagwell College of Education
Education Student Services

Candidate _____ KSU # _____

Current GPA _____ Pre-Service Certificate # _____

Program of Study _____

Initial

Candidate has completed courses required prior to YCE I & YCE II.

Program Coordinator Print

Courses in which candidate is currently enrolled:

Initial

Program Coordinator Print

Initial

Candidate is on track to begin Clinical I.

Director _____ Date _____
Education Student Services

OR

Initial

Candidate is NOT ON TRACK to begin Clinical I.

Director _____ Date _____
Education Student Services

Reasons for Denial: _____

