MEMORANDUM

TO: University Supervisors of Student Teachers
FROM: Center for Education Placements & Partnerships
RE: Nominations for Outstanding Collaborating Teacher

Each semester, the Center for Education Placements and Partnerships 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 the Center for Education Placements and Partnerships.
- 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.

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, October 30, 2015.

If you have questions about the KSU award process, materials to submit, or anything else with which we can assist you, please call 470-578-6734 and ask for Kimberly Cephus.