Request for Special Student Teacher Placement

KENNESAW STATE UNIVERSITY
CENTER FOR EDUCATION PLACEMENTS AND PARTNERSHIPS (CEPP)

Kennesaw State University considers requests from candidates for special student teaching placements in extreme hardship cases.

A Courtesy Placement is defined as a Kennesaw State University student teacher who is enrolled and pays tuition at Kennesaw State University, but is placed and supervised by another NCATE/SACS accredited institution. A request for a courtesy placement may be granted for candidates who move to another state immediately prior to student teaching. Less often a request for a courtesy placement is granted for candidates who live considerably outside the Kennesaw State University’s primary partnership school systems or counties: Atlanta, Bartow, Cartersville City, Cherokee, Cobb, DeKalb, Douglas, Fulton, Gordon, Gwinnett, Marietta City and Paulding.

Process:

The candidate must first receive special permission from his/her program area for courtesy placement. If the program area makes an exception and grants permission, then the candidate is responsible for finding a college/university willing to place the candidate in a school, arrange a collaborating teacher, supervise the student teaching process and report a grade back to Kennesaw State University. CEPP is not responsible for any arrangements. CEPP will support the candidate’s placement by providing information requested by the supervising college/university.

All arrangements must be completed prior to the KSU Student Teaching application deadlines: for placement in fall, the deadline is January 30 of previous semester; for placement in spring, the deadline is August 30 of previous semester.
Request for Special Student Teacher Placement
Steps to be Completed by the Candidate

1. Check with your advisor to make sure you have completed all requirements and are eligible to student teach. Keep in mind that securing a special placement takes time so begin the process as soon as possible.

2. Complete all paperwork for a student teaching placement at Kennesaw State University even though you are seeking a special placement. Go to the CEPP website for forms and instructions. Bring the completed application packet to the Center for Education Placements and Partnerships in Kennesaw Hall, Suite 1002, before proceeding to step three. Notice that you may not accept a placement in a school in which you have a spouse, child or other relative.

3. Complete the Request for Courtesy Placement form. Make an appointment with the Chairperson of your Department or the Program Coordinator of your Program Area to discuss your request. If permission is granted, acquire signature and date. You should also sign and date the form. Return the form to the Center for Education Placements and Partnerships, Kennesaw Hall, Suite 1002.

4. Contact the prospective supervising college/university and find out all the documents and the process the college/university requires to consider accepting you as a special placement student for student teaching. Most institutions will require that you apply for student teaching at their institution and provide all documents requested. Also, most will require a letter of request for special placement: include your contact information, your teaching area (ECE, Middle Grades Science/Math, High School English), the semester you wish to student teach, names and contact information for several professors and/or EDUC 2110 host teachers, TOSS teacher, and the reason you are requesting this special placement. Most will require documentation that you are a student in good standing (i.e. you do not owe KSU money and you are not on academic probation). An official copy of your transcript will probably provide this information. Provide any other information the prospective college/university requests.

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5. If approval from the institution is granted, the candidate should make **final arrangements**. The supervising institution will secure the placement—school, collaborating teacher, college/university supervisor. NOTE: It is common for the supervising college/university to charge a **fee** for this special placement. The candidate is responsible for the fee in addition to the tuition paid to KSU for the 12 semester hours of credit for student teaching. The fee must be paid directly to the supervising college/university. KSU will not collect nor pay this additional fee for the candidate.

6. Once final arrangements are made, fill out the top part of the **Student Teaching Special Placement Information form** and secure the signature and date of the supervising college/university contact person. Ask the contact person to attach a copy of the program requirements for student teaching at the institution and to mail the completed form and program requirements to the address on the bottom of the form.

7. Once the Student Teaching Special Placement Information Form and attachments are received at KSU, the Center for Education Placements and Partnerships will send a **packet** to the supervising college/university’s contact person and will include a copy of the candidate’s KSU student teaching application, criminal history background form, verification of liability insurance, transcript and detail/requirements of KSU’s student teaching program. Also included will be instructions for communicating the **candidate’s final grade** and documentation. **It is the responsibility of the candidate to check with the supervising college/university’s contact person at the end of the semester and prompt the contact to return all information requested by KSU to this address:**

Center for Education Placements and Partnerships  
Kennesaw State University  
585 Cobb Avenue, MD#0115  
Kennesaw, Georgia 30144

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**Contact Person at Kennesaw State University**

Mrs. Kim Dooley, Interim Director  
Center for Education Placements and Partnerships  
585 Cobb Avenue, MD#0115  
Kennesaw, Georgia 30144

Kennesaw Hall, Suite 1002  
470-578-6734  
studentteach@kennesaw.edu
Student Teacher Special Placement Form
(To be completed by the Candidate)

Student Teacher__________________________________________________________

Today’s date_____ Phone _________________ Email ______________________________

Present Address___________________________________________________________

College/University Contact Information

Supervising College/University______________________________________________

Address_________________________________________________________________

College/University Contact Person___________________________________________

Phone __________________ Email ________________

Student Teaching Placement Information

School__________________________________________Phone________________

Address_________________________________________________________________

Principal____________________________________ Email_____________________

Collaborating Teacher________________ Email_____________________

Placement:
Grade(s)_________________ Courses:______________________________________

College/University Supervisor_________________________________________________

Phone____________________ Email__________________________

(To be completed and mailed by the supervising college/university contact person)

The above college/university is accredited by___________________________________

Agency

I affirm that the above information is correct. I have attached to this form the **program requirements for student teaching at this institution**.

Signature of College/University Contact Person                                                                          Date

Please mail this form with Program Requirements attached to this address: Center for Education Placements and Partnerships, Kennesaw State University, Mailbox #0115, 585 Cobb Ave., Kennesaw, Georgia 30144

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Request for Courtesy or Transient Placement
For
Student Teaching
Kennesaw State University

Student Teacher ____________________________ Today’s date __________________
Address _________________________________________________________________
Phone Number ____________________________ E-mail _____________________________

Program Area ____________________________ Grade Level Request __________________

I am requesting a **Courtesy/Transient** placement for student teaching for **Fall/ Spring** _____________
Please circle one

Placement Location Request _________________________________________________
Supervising University (if available) ________________________________
Name of University Supervisor (if available) ________________________________
Reason for Request _______________________________________________________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Use back if necessary

I have read and discussed the situation with the above student and I give my permission to complete
Student Teaching with a courtesy or transient placement

_________________________ ________________________
Signature: Chairperson or Program Coordinator Date

I have read the guidelines for Courtesy/Transient placement and will take full responsibility for
all arrangements and paperwork.

_________________________ ________________________
Signature: Student Teacher Date

Please return completed form to the Center for Education Placements and Partnerships, Kennesaw Hall, Suite 1002

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