

Felony and Misdemeanor Information

1. Yes No Have you ever been convicted or pled no contest to a felony?
2. Yes No Have you ever been convicted or pled no contest to a misdemeanor?

If you answered "No" to both questions, please proceed to Question 3.

If you answered "Yes" to either question, please answer the following, than proceed to Question 3.

A) What was the specific offense? B) What was the conviction? C) What was the sentence? D) What was the date of the conviction? E) In what city and state did the offense occur? F) In what court were you convicted? G) What was the case number? *Attach photocopies of court proceedings to this page.*

3. Yes No Have you ever had a teaching certificate denied, revoked or suspended?
4. Yes No Have you been arrested for a crime for which criminal charges are pending?

If you answer "Yes" to any of these questions, please attach information pertinent to the issue(s).

Policies for Graduate Studies Field Practicum

- To be considered for a field placement, 50% of your planned program coursework must be completed.
- Field placements need to be approved by your advisor. For anyone who does not have a placement, effort will be made to accommodate needs such as distance, family circumstances, and special interests. We do not guarantee availability of placements.
- Candidates who arrange their own placements must provide written confirmation of permission to work in the school prior to the beginning of the placement. The length of the academic year placement will normally be a minimum of 10 weeks. If the required competencies are not met within the minimum placement period, the field coordinator may require additional time.
- A field coordinator will be assigned to the student unless a graduate faculty member confirms, in writing by the application deadline, that he/she will do the field supervision.
- The coordinator will observe the practicum student in the field a minimum of 3 times during the placement. Students will participate in conferences and seminars.
- Evaluation will be done by the student, the field coordinator, and the supervisor or mentor teacher where applicable. The field coordinator and the student will determine the evaluation instruments and procedures that should include written personal goals and objectives at the beginning of the semester. The field coordinator will assign the final grade. Students must earn a 3.0 or better to be recommended for endorsement or approval.
- If the student is removed from the placement, the grade will be 0.0. The field coordinator will recommend a remediation plan that shall be completed before a student is given a new field assignment. The student must re-apply to be considered for a new placement.
- Upon successful completion of all components of the planned program, endorsement requirements, and state tests, students must contact the Records Office (616-331-3327) to apply for additional endorsements.
- An application and a current resume (if placement is needed) must be on file in the College of Education, Student Information and Services Center.

Verification of Understanding

- I understand that placements, including school location and grade level, will be made in terms of programmatic needs and design, supervisory load, and the availability of placement situations within the schools within the placement radius. I am willing to accept the intern teaching assignment as determined by the Placement Coordinator and further understand that particular interests, areas and grade levels will not necessarily be accommodated.
- I understand that transportation to and from my placement assignment is my responsibility.
- I agree to report changes of name and/or address immediately to the education office.
- I authorize the release of pertinent information to those with a need to know.
- I certify that the answers given on this form are complete and accurate to the best of my knowledge.

Failure to provide relevant information or concealment or misrepresentation of information may result in denial of admission, field placements, recommendation for teacher certification, or recommendation for additional endorsements.

Signature: _____

Date: _____



MASTER'S PRACTICUM/THESIS/PROJECT APPLICATION

PRACTICUM - Please complete for 685, 687, 696
PROJECT/THESIS – Please complete for 693 or 695

Student Information

Student Name: _____

Address: _____

City/Zip: _____

Home Phone: () _____

Work Phone: () _____

Email Address: _____

Student ID: _____

College of Education Advisor: _____

Current State Certification: _____ Elementary _____ Secondary

Number of years teaching: _____ Current grade/subject(s): _____

Current Endorsements Held: _____

Signature: _____

Date: _____

FOR OFFICE USE ONLY

Degree Seeking: _____

GPA: _____

Number of Credits: _____

ED 660: _____

Supervisor: _____

Denied for the following reason: _____

MASTER'S PRACTICUM/THESIS/PROJECT APPLICATION
Complete 685, 687, 695, 696 or both forms if applicable



APPLICATION DEADLINES (FIRMLY HELD) Fall Term - May 15th; Winter Term - September 15th; Spring/Summer Term - February 15th

Practicum Application

EDC 685, EDG 685, 687, EDR 685, 687, 696, EDS 685

Description: Field-based experience designed to provide clinical experience for teaching or administration majors. Each practicum shall be no less than the minimum requirements set forth by state and accrediting agencies and must be with approval by the appropriate program personnel. All practica will require seminars. May not be used for initial certification.

Please indicate number of credits: 3 credits 6 credits

EDC 685: School Counseling (available fall and winter only)

- EDG 685:** Elementary Teacher Endorsement Elementary Principal
 Secondary Teacher Endorsement Secondary Principal
 Middle Level Teacher Endorsement Central Office Adm.
 CSAL or Adult/Higher Education Superintendent
 Ed. Differentiation (previously GIF) ESL/TESOL
 Early Childhood Endorsement School Library/Media Services

EDG 687 Administrative Internship (Educational Leadership) (available winter only)

EDR 685: Reading (available fall and winter only) (prerequisite EDR 626)

EDR 687: Reading (available summer only) (Reading Specialist only) (prerequisite EDR 626)

EDR 696: Reading (available fall and winter only) (Reading Specialist only) (prerequisite EDR 687)

- EDS 685:** Special Education Supervision Cognitive Impairment (K-12)
 Special Education Director Learning Disabilities (K-12)
 Emotional Impairment (K-12) Early Childhood Developmentally Delayed
 Autism LD Internship Program (3 semesters, starts fall only)

I am requesting to do the above coursework during:

Fall 20____ Winter 20 ____ Spring/Summer 20 ____

Please indicate if you need a placement: Yes No

If you have a placement, which you are proposing, please complete the information below:

School: _____ District: _____

Address: _____ City/State/Zip: _____

Mentor: _____ Position: _____

Phone Number: () _____

(Please fill out Student Information on the front of this form and the Felony and Misdemeanor Information and Verification of Understanding on the back of this form.)

**Master's Project/Thesis
ED 693 or ED 695**

CAUTION: It is imperative that you know the difference between a Master's Project and a Master's Thesis prior to application. If you are unsure which capstone you should apply for, please consult with your Program Advisor prior to submitting this application.

Criteria for Capstone: Candidates for advanced degrees must demonstrate their mastery of the subject matter and their ability to generate new knowledge or to apply existing knowledge to specific practical situations. This demonstration may take the form of a research project or thesis, planned with and directed by a faculty supervisor. Prerequisites: 27 credit hours; ED 660; Application Required. Three credits.

ED 693 Project – Select One:

OR

ED 695 Thesis – Select One:

- | | |
|---|---|
| <input type="checkbox"/> School Counseling | <input type="checkbox"/> School Counseling |
| <input type="checkbox"/> Early Childhood Education or ECDD | <input type="checkbox"/> Early Childhood Education or ECDD |
| <input type="checkbox"/> Educational Technology | <input type="checkbox"/> Educational Technology |
| <input type="checkbox"/> Elementary Education | <input type="checkbox"/> Elementary Education |
| <input type="checkbox"/> Educational Differentiation (previously GIF) | <input type="checkbox"/> Educational Differentiation (previously GIF) |
| <input type="checkbox"/> Adult and Higher Education | <input type="checkbox"/> Adult and Higher Education |
| <input type="checkbox"/> Middle Level Education | <input type="checkbox"/> Middle Level Education |
| <input type="checkbox"/> Secondary Level Education | <input type="checkbox"/> Secondary Level Education |
| <input type="checkbox"/> School Library Media Services | <input type="checkbox"/> School Library Media Services |
| <input type="checkbox"/> College Student Affairs Leadership | <input type="checkbox"/> College Student Affairs Leadership |
| <input type="checkbox"/> Educational Leadership | <input type="checkbox"/> Educational Leadership |
| <input type="checkbox"/> TESOL | <input type="checkbox"/> TESOL |
| <input type="checkbox"/> Reading | <input type="checkbox"/> Reading |
| <input type="checkbox"/> Learning Disabilities | <input type="checkbox"/> Learning Disabilities |
| <input type="checkbox"/> Emotional Impairment | <input type="checkbox"/> Emotional Impairment |
| <input type="checkbox"/> Special Education Administration | <input type="checkbox"/> Special Education Administration |

I am requesting to do the above coursework during:

Fall 20 ____ Winter 20 ____ Spring/Summer 20 ____

Submission of this application DOES NOT GUARANTEE admission into the course. Admission is based upon review of prerequisites, availability of placement and availability of GVSU staff. If you are unable to do coursework in the semester assigned, please inform the College of Education, Student Information and Services Center at (616) 331-6650.

(Please fill out the Student Information on the front of this form.)

Please submit completed application to:
Grand Valley State University
Student Information and Services Center
301 W. Fulton, Suite 101
Grand Rapids, MI 49504
FAX: (616) 331-6217