

### 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 EDR 626 APPLICATION

### Student Information

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_

Work Phone: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Student G Number: \_\_\_\_\_ Last 4 digits SS# \_\_\_\_\_

College of Education Advisor: \_\_\_\_\_

Current State Certification: \_\_\_\_\_ Elementary \_\_\_\_\_ Secondary

Current Certificate Expiration Date: \_\_\_\_\_ (required)

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

Current Endorsements Held: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Degree Seeking: \_\_\_\_\_

GPA: \_\_\_\_\_

Number of Credits: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Denied for the following reason: \_\_\_\_\_

**APPLICATION DEADLINES (FIRMLY HELD) Fall Term - May 15th; Winter Term - September 15th**

**Practicum Application  
EDR 626**

**Description:** Field based literacy course that examines research and theory, differentiated instruction, and assessment practices appropriate for meeting struggling K-12 student literacy needs. 20 hours of tutoring required. This course meets K-12 teacher certification renewal requirements. Separate application to College of Education required .See application for due dates.

**Please indicate number of credits:**  3 credits

**EDR 626:**  Reading (available fall and winter only)

**I am requesting to do the above coursework during:**

Fall 20\_\_\_\_  Winter 20 \_\_\_\_

**Placements will be in your current teaching location. If you are not currently employed, a placement will need to be found.**

**Please give information on the placement you are suggesting:**

School: \_\_\_\_\_ District: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

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.)**

Submission of this application DOES NOT GUARANTEE admission into the course. Admission 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