for FALL 2015 Placement

MANDATORY MEETING

ADMISSION APPLICATION

SUBMISSION

REVIEW

NOTIFICATION

PLACEMENT

If you plan on entering the Teacher Education Program and on doing your first field experience in FALL 2015

CHECKLIST
- Application Form
- MOU
- 50 CLOCK Hours
- TB test results
- TDaP documentation
- Speech & Hearing Test results
- VCLA Score Report
- Core Praxis Math Score Report
- PRAXIS II Score Report
- Completed Certificates

Personal Delivery and Review of Application Packets to Field Office

Departmental reviews and Decisions made Third Monday of MARCH Mar. 16, 2015

Letters sent to students by mid April

Field Placement requests made with Central Office APRIL 1 Confirmation times vary

Above the timeline = description of the process
Below the timeline = what you need to do and when

MUST ATTEND ONE:
(Confirmed dates)
- Tues. Sept. 9, 2014 - 12:00 – 1:30 pm
- or
- Fri., Sept. 19, 2014 – 9:00 – 10:30 am
- or
- Mon., Sept. 29, 2014 – 6:00 – 7:30 pm
- or
- Wed., Oct. 29, 2014 – 3:00 – 4:30 pm

Hurlburt Auditorium
Pick up an application and LEARN what you need to do

PREPARE
- Complete Application packet by submission deadline
- Take and attach test score reports and all required information
- Consider time needed to study, takes tests, and to allow for scores to be reported or for retakes
- Adhere to deadlines and details

BRING
- Completed applications to Field Experience Office – A,104 between 8:00 am – 4:30 pm on THIRD MONDAY of FEBRUARY Feb. 16, 2015

CONFIRM OR APPEAL
- Await your information orSubmit a written rationale for reconsideration of the admission decision to the Assistant Dean by Third Monday of APRIL Apr. 20, 2015

You will be CONTACTED
- By your university supervisor and you must

ATTEND
- a REQUIRED Induction/Orientation at the end of the spring 2015 semester