Secondary Education
Internship Application Information

Below is a list of items required of student candidates preparing to enter a CECH Secondary Education internship placement in the 2015-16 academic year. Please review and complete the following information regarding the internship packet materials.

Complete secondary education internship packet materials must be received by **January 23, 2015 at 5:00 p.m.** All internship packet materials should be placed in an envelope, addressed and dropped off or mailed to:

- Dianna Greivenkamp
- 615 Teachers College
- College of Education, Criminal Justice, and Human Services
- University of Cincinnati
- PO Box 210022
- Cincinnati, OH  45221-0022

**Internship Packet Materials:**

- [ ] Secondary Education Internship Applicant Information Sheet *(print and complete)*
- [ ] Placement Survey – Secondary Education Internship *(print, complete and sign)*
Secondary Education Internship
Applicant Information Sheet

Name: _____________________________________________________________

UC ID: __________________________________ Phone: ________________________

Local Address: _______________________________________________________

_______________________________________________________

_______________________________________________________

Permanent Address: _________________________________________________

_______________________________________________________

_______________________________________________________

Date of Birth: _______________________

UC E-mail Address: _________________________________________________

Ethnicity/Race: __________________________ (optional)

Gender: ___________________________ (optional)
Internship Placement Survey
Secondary Education

Please provide the information requested in order to begin the placement process for internship. Print clearly all information requested.

Name: __________________________________________________________________

UC ID: ___________________________    Cell Phone: ___________________________

UC Email Address: ________________________________________________________

Street Address: ___________________________________________________________

City/State/Zip: _____________________________________________________________

High School Attended: _____________________________________________________

**Which teaching license are you seeking?**

___ Integrated Science*  ___ Integrated Mathematics

___ Life Science    ___ Physics        ___ Integrated Social Studies

___ Chemistry    ___ Earth Science ___ Integrated Language Arts

*If integrated science license, check both integrated and area of emphasis; otherwise, just check content area.

**Placement Preferences:**

After reviewing the map provided and the regions listed below, indicate your geographic region preferences by rank ordering from **1 (first choice)** to **7 (last choice)**. **DO NOT** mark specific school district preferences. School districts listed are those most commonly used but may not include all districts within a given region; you may be assigned to any school within your preferred region. Also note that not all UC programs utilize the same districts or all districts within a region.

___ Clermont North—e.g., Milford, Goshen, Clermont Northeastern, etc.

___ Clermont South—e.g., West Clermont, Batavia, New Richmond, etc.

___ East—e.g., Cincinnati Public (far east-side schools), Madeira, Indian Hill, Mariemont, Forest Hills, etc.

___ Northeast—e.g., Sycamore, Loveland, Warren County districts such as Mason, Kings, Little Miami, Lebanon, etc.

___ North—e.g., Mt. Healthy, Winton Woods, Princeton, Butler County districts such as Lakota, Fairfield, Hamilton City, etc.

___ Central—e.g., Cincinnati Public, Norwood, St. Bernard-Elmwood Place, Deer Park, Reading, Wyoming, Lockland, Finneytown, North College Hill, Northern Kentucky, etc.

___ West—e.g., Cincinnati Public (far west-side schools), Oak Hills, Northwest, Southwest, Three Rivers, etc.

I have a specific request for an urban placement: _____ Yes
Internship Placement Survey  
Secondary Education (Cont’d)

Do you have other information (e.g., transportation issues, child care, etc.) that will assist us in arranging a placement for you?

_______________________________________________________________________________
_______________________________________________________________________________

Please read and sign.

**Statement of Placement Practices:** Arranging professional experiences is a cooperative process between the University and the field schools and involves multiple and complex factors. Meetings, interviews, and/or further information about students may be required by individual districts, as a result of which field schools may accept or decline the placement of an individual candidate. Your Field Service Office strives to provide candidates with an appropriate placement relative to program requirements and candidate preferences. Candidate preferences cannot always be honored and are **not guaranteed**. By signing below, I understand that all placements are **final** (unless field school circumstances trigger a change).

**Conflict of Interest Statement:** Candidates will not be placed in a building in which (a) their children attend school, (b) a spouse or other relative is employed, (c) they have a relative attending school, or (d) they attended as students. In addition, we will not assign candidates with a mentor who is a relative, neighbor, or acquaintance. In view of these requirements, I have a conflict of interest with the following schools (please list):

_______________________________________________________________________________
_______________________________________________________________________________

**Placement Restrictions:** I understand that I must have an appropriate BCI and FBI background check on file prior to entering any field experience. I further understand that I must also have a current TB test result on file. These documents are current only for one year, and thus, I must complete the documentation during the month of June to insure that they are current for the following academic year (e.g., June 2014 for the 2014-2015 academic year).

*I have read the above policies. I understand these policies and agree to abide by them.*

Candidate Signature: ___________________________________________  Date: ________________