Special Education
Internship Application Information

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

Complete special education internship packet materials must be received by January 26, 2015 at 5:00 p.m. All internship packet materials should be placed in an envelope, addressed and dropped off or mailed (allow one full week) to:

Karen Troup
600 Teachers College
College of Education, Criminal Justice, and Human Services
University of Cincinnati
PO Box 210022
Cincinnati, OH 45221-0022

Internship Packet Materials:

- Special Education Internship Applicant Information Sheet (print and complete)
- Field Placement Resume
- Field Placement Biographical Essay
- Placement Survey – Special Education Field Experiences (print, complete and sign)
Special Education Internship
Applicant Information Sheet

Name: _____________________________________________________________

UC ID: ______________________ Phone: ____________________________

Local Address: _______________________________________________________

_______________________________________________________

_______________________________________________________

Permanent Address: ___________________________________________________

_______________________________________________________

_______________________________________________________

Date of Birth: ______________________

UC E-mail Address: ___________________________________________________

High School Attended: _________________________________________________

Ethnicity/Race: ____________________________ (optional)

Gender: ____________________________ (optional)
Field Placement Resume and Biographical Essay

Schools used for field experiences increasingly want to know more about candidates' abilities and backgrounds before considering them for placement. As a result, all candidates applying for field placements are required to provide the following information along with their field application.

**Part One: Resume**

A. Name

B. List all degrees earned including institution and GPA.

C. Describe professional experience including teaching associate, practicum, and other field experiences. Provide dates, title, and location.

D. Describe additional work experience. Provide dates, title, location and duties performed.

E. Describe campus activities, volunteer service, and professional affiliations.

F. Describe awards and honors received.

**Part Two: Biographical Essay**

A professional writing sample in the form of an informational biographical essay is required. Please limit your essay to 500 words; write well-constructed paragraphs with complete sentences. Carefully edit and proofread your essay. While there is no single "right" way to develop your essay, the following open-ended questions may help you in shaping your submission. Write about yourself in an honest, reflective, and positive manner.

a. Why do you want to pursue a career in teaching? What experiences led to this decision?

b. What experiences have you had to date working with children/students?

c. What life experiences, skills, talents, accomplishments, and/or character traits do you bring to the classroom that will enhance your effectiveness?

Please submit this writing sample on a separate page, double-spaced, with 12 point font. Include your name, program, and date on the writing sample.
Placement Survey—Special Education Field Experiences

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 E-mail Address: ________________________________________________

Street Address: ___________________________________________________

City/State/Zip: _____________________________________________________

I understand that I am applying for dual licensure and will be placed for two field experiences during this academic year in order to fulfill the requirements for Mild/Moderate & Moderate/Intense licensure.

Candidate Signature: ________________________________   Date: _____________

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):

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

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

Candidate Signature: ________________________________   Date: _____________
Placement Survey—Special Education Field Experiences (Cont’d)

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, 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

Do you have other information that will assist us in arranging a placement for you?
AREA SCHOOL DISTRICTS BY REGION

[Map showing different school districts by region, including North, Central, East, and Northeast.]