



# COLLEGE/UNIVERSITY APPLICATION FOR INTERNSHIP/PRACTICUM/OBSERVATIONS

## DISTRICT USE ONLY

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

Term: \_\_\_\_\_

Fingerprinting Complete?

Form Return Date: \_\_\_\_\_

**To the Applicant:** Applications for Placement are to be completed and submitted by the College/University Placement Advisor on behalf of the prospective students. Students MAY NOT secure their own placements. Incomplete applications WILL NOT be considered for placement. The District has established deadlines for applications. Applications received after this deadline will be considered on a case-by-case basis as space is available. Submission of an application does not guarantee placement. Requests for specific schools or teachers cannot be guaranteed. All applications are to be emailed to Cathy Hutchins, HR Department at cathy.hutchins@stjohns.k12.fl.us by deadlines listed at bottom of page.

LAST NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Is applicant employed by SJCS D?  NO  YES LOCATION: \_\_\_\_\_

JOB/POSITION: \_\_\_\_\_

Placement Request: Internship  Practicum  Observation  SLP  OT  DHH  Psychology  Counselor  Other  \_\_\_\_\_

University/College: \_\_\_\_\_ Intern Placement Coordinator: \_\_\_\_\_

Intern Placement Coordinator Phone: \_\_\_\_\_ Intern Placement Coordinator Email: \_\_\_\_\_

Major: \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

### INTERSHIP PLACEMENT REQUIREMENTS

FULL TIME: # of weeks: \_\_\_\_\_ start date: \_\_\_\_\_ end date: \_\_\_\_\_

PART TIME: days/week: \_\_\_\_\_ hours required/week: \_\_\_\_\_ start date: \_\_\_\_\_ end date: \_\_\_\_\_

Supervising Teacher Qualifications: \_\_\_\_\_

Field Work Description: \_\_\_\_\_

### PREVIOUS PLACEMENTS IN ST JOHNS COUNTY: complete all that apply with most recent placement first

School/Dept: \_\_\_\_\_ Teacher/Grade: \_\_\_\_\_ Content: \_\_\_\_\_

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### COMPLETED BY SCHOOL DISTRICT

School Placement: \_\_\_\_\_ Principal: \_\_\_\_\_

Supervising Teacher's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Grade Level: \_\_\_\_\_

District Staff Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Deadlines:** All APPLICATION FORMS must be submitted no later than the following dates: **SPRING PLACEMENTS:** Internships: third Friday in October; Practicum: third Friday in November; Observations: first Friday in January **FALL PLACEMENTS:** Internships: third Friday in March; Practicum: Third Friday in April; Observations: second Friday in August. **SUMMER A:** Observations: first Friday in April. Late forms may be considered on a case-by case basis.