

Form INT - 10
Courtesy Placement Request Form

Instructions: Complete this form with all of the requested information. Once completed submit the form to your College of Education Academic Advisor for approval. Along with this form, a formal letter addressed to your department must be submitted detailing the reasons for your request. If approved, your Academic Advisor will then submit the request to your department chair for his/her approval.

DEADLINES: If you are requesting a courtesy placement for a Spring Internship, your request is due to your academic advisor no later than October 1st. If you are requesting a courtesy placement for a Fall Internship, your request is due to your academic advisor no later than March 1st.

This form is only submitted if you are requesting a placement for your internship outside AASU's service area.

Date Submitted _____

Candidate's Name _____

AASU ID# 907 - _____

E-Mail Address _____

Phone _____
Home Cell/Alternate

Mailing Address _____
Street Address

City State Zip Code

When are you planning to complete your internship? _____ (Semester) _____ (Year)

Program of Study & Concentration Information:

Circle One: ECE P-12 Middle Grades Secondary

Circle One: Circle all that apply: (Should be at least two for Middle Grades)

- | | |
|-----------|------------------------|
| Undergrad | Math |
| Post Bac | Science |
| Graduate | Social Studies |
| | History |
| | Language Arts |
| | English |
| | P-12 Art |
| | P-12 Music |
| | P-12 Spanish |
| | P-12 Special Education |
| | P-12 Health & PE |

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Geographical Area Requested: _____
County City State

Requested Institution (University/College) to Supervise Placement:

Institution Name

Contact Name & Phone Number (If Known)

Street Address

City State Zip Code Phone Number with Area Code

***Do Not Write in the Space Below
Office Use Only***

Form Received on _____ by _____.

Approved by Candidate's Academic Advisor

Signature Date

Printed Name

Approved by (Department Head)

Signature Date

Printed Name

Received by FECPP:

Date

Date University Contacted

Contact Name and Phone Number

Date Placement Accepted by University

Cooperating P-12 School Assigned