Request for Courtesy Placement for UAB Students

UAB considers requests for courtesy placements on an individual basis and in hardship cases.

**A Courtesy Placement for UAB students is defined as a UAB student teacher who is enrolled in the appropriate internship and internship seminar course at UAB, but is placed and supervised by another NCATE accredited institution that is 50 miles or further from the UAB campus.**

*NOTE:* The UAB student teacher is solely responsible for making all of the placement and supervision arrangements with the host institution. A request for a courtesy placement is not automatic and departmental approval must be granted. The host institution must agree to UAB’s terms and conditions.

**Courtesy Placement Process**

The UAB Student Agrees To:

- Submit a student teaching application to the Office of Clinical Experiences by the last day to drop/add a course in January. As part of this application submission, the student teacher will undergo a student teaching eligibility check by the Office of Student Services. The student teacher must meet all of the necessary eligibility requirements before commencing the student teaching internship, including a courtesy placement.
- Seek departmental approval from the student teacher’s UAB Department Chair by completing the Department Approval for Courtesy Placement Form. The Department Chair will then submit the completed Department Approval for Courtesy Placement Form to the Office of Clinical Experiences (EB 213).
- Find an NCATE accredited host institution through which to complete the internship. The host institution must complete the Request for Student Teaching Courtesy Placement Form, and agree to abide by the terms and conditions listed in the form. *NOTE:* It is the UAB student teacher’s sole responsibility to ensure that all terms and conditions are fulfilled by the host institution, including the use of UAB’s observation and evaluation forms. Failure to comply with these terms will result in the student teacher earning an Incomplete grade for the internship course – this Incomplete grade will automatically become an “F” after one semester.
- Request supervision and an internship placement location within an accredited school.
  - The supervisor must be a faculty member at the host institution.
  - The cooperating teacher at the internship placement location must: hold a teaching certificate in the student teacher’s area of specialization or be
designated as a master teacher by the principal; have at least three years of accumulative teaching experience in the student teacher’s area of specialization; hold a master’s degree in the student teacher’s area of specialization; and be currently teaching classes in the student teacher’s area of specialization.

**All arrangements for the courtesy placement must be completed by the following deadlines prior to the semester in which the placement is sought:** January 30 for a fall courtesy placement; August 30 for a spring courtesy placement (e.g., if a fall 2012 internship is sought, the deadline would be January 30, 2012; if a spring 2013 internship is sought, the deadline would be August 30, 2012). Student teaching applications, however, are still due on the last day to drop/add a course in January.

**NOTE:** If a student teacher changes his/her mind about the courtesy placement and decides to pursue a placement via UAB’s Office of Clinical Experiences, the following deadlines apply: April 1 for a local internship placement in the fall semester; October 1 for a local internship placement in the spring semester.

- Pay for any fees associated with the courtesy placement supervision, including mileage for the host university supervisor. Any and all fees must be paid directly to the host institution by the student teacher.
- Register for the appropriate internship course(s) at UAB. If the student teacher’s UAB program checklist includes the Internship Seminar course, the student teacher must register for the seminar at UAB and attend the seminar at UAB or a similar seminar through the host institution. **NOTE:** If the student teacher plans to attend an internship seminar at the host institution, but the host institution doesn’t offer a seminar course, the student teacher will not be able to meet his/her UAB graduation requirements.
- Agree to accept all responsibilities and liabilities associated with a courtesy placement (e.g., ensuring that all Alabama Department of Education and UAB requirements are met for certification, to include all UAB portfolio requirements).
- All student teachers seeking K-12 certification (e.g., Art, Music, PE) must adhere to certification requirements by ensuring that they have two placements – one at the elementary level and one at the secondary level. The internship must be split equally between the elementary and secondary placement.
- The UAB School of Education’s Office of Clinical Experiences is not responsible for any courtesy placement arrangements. The Office of Clinical Experiences will support the student teacher by providing information requested by the host institution.
Department Approval for Courtesy Placement Form

**Instructions:** Complete this form and deliver it to the appropriate Department Chair for approval. The Department Chair will give the form to the Office of Clinical Experiences. The Request for Student TeachingCourtesy Placement Form must be completed by the host institution and submitted to the Office of Clinical Experience.

**Deadlines:** All arrangements for the courtesy placement must be completed prior to the semester in which the placement is sought: January 30 for fall courtesy placement; August 30 for spring courtesy placement (e.g., if a spring 2012 internship is sought, the deadline would be August 30, 2011). NOTE: If a student decides to pursue a placement via UAB’s Office of Clinical Experiences, the following deadlines apply: April 1 for fall local internship placement; October 1 for spring local internship placement.

**This form is only submitted if a student is requesting a courtesy placement to complete the student teaching internship outside UAB’s 50 mile service area.**

Student Name:________________________________ Date Submitted:______________

Address:______________________________________________________________

Program Area:_________________________ UAB Email:____________________

When are you planning to complete your internship?  Fall_____  Spring_____ Year__________

Placement Location Request (County/School System/State):________________________________________

Supervising/Host Institution:________________________________________

Name of Contact Person:_________________________ Phone:____________________

Reason for Request (Use back if necessary):________________________________________

____________________________________________________________________________

* I have discussed the situation with the above student and verified the student’s academic and field experience performance. I give _____ do not give _____ my permission for the student to complete the student teaching internship in a courtesy placement.

*Chairperson Signature:________________________________ Date:____________________

** I have read, understood, and agree to abide by the guidelines for a courtesy placement, and will take full responsibility for all arrangements, paperwork, and graduation requirements.

**Student Signature:________________________________ Date:____________________

Return completed form to the Office of Clinical Experiences (EB 213B)
Request for Student Teaching Courtesy Form

Instructions: Complete the top portion of this form after receiving Department approval. The host institution must complete the remainder of the form and send it to the Office of Clinical Experience.

Student Deadlines: All arrangements for the courtesy placement must be completed by: January 30 for fall courtesy placement; August 30 for spring courtesy placement.

UAB Student Name: ______________________________  Date Submitted: __________________

Mailing Address: ________________________________________________________________

Program Area: ______________________________  UAB Email: __________________

Student Teaching Placement Information: School is _______________________ Accredited (e.g., SACS)

Internship Placement School: ______________________________________________________

Address: _________________________________________________________________

Principal: ______________________________  Phone: __________________

Cooperating Teacher: ______________________________  Placement Grade(s): __________________

Host Institution Information: Institution Is_____ Is Not_____ NCATE Accredited

Supervising/Host Institution: ______________________________________________________

Address: _________________________________________________________________

Internship Supervisor (Must be faculty member): ______________________________

Phone: ______________________________  Email: __________________

Host Institution Agreement:

*The signature below indicates that as the host institution, we agree to use UAB’s Student Teaching Observation Forms and Student Competency Evaluation Forms to assess the student teacher’s progress. Failure to use these forms will result in the student teacher earning an Incomplete grade that will become an “F” after one semester. Further, we agree to place the UAB student teacher at a SACS accredited school with a cooperating teacher that: holds a teaching certificate in the student teacher’s area of specialization or is designated as a master teacher by the principal; has at least three years of accumulative teaching experience in the student teacher’s area of specialization; holds a master’s degree in the student teacher’s area of specialization; and currently teaches classes in the student teacher’s area of specialization.

*Host Institution Contact Person’s Signature: ______________________________  Date: __________________

Please mail form to: UAB Office of Clinical Experiences, 1530 3rd Avenue S., EB213, Birmingham, AL 35294-1250