

MEMORANDUM

TO: All practicum and internship students

FROM: Maureen Smith
BLD Practicum Coordinator, EPSE

DATE: March 23, 2004

SUBJECT: IMPORTANT INFORMATION

The College of Education is now requiring criminal background checks on all student interns, practica students and student teachers who are placed in school settings as part of their certification and/or degree requirements. The background checks apply to only FULL-TIME placements, i.e. EXC 4671 or EXC 7931. Background checks are NOT necessary if you are employed as a teacher in the school system where you will be doing an “on-the-job” practicum.

Forms are available in the Office of Academic Assistance, 3rd floor, College of Education. For further information, please contact Ms. Esha McTizic in the Office of Academic Assistance, 404-651-2539.

Dates to remember:

September 15th **Last day for SPRING semester applications
(January through April)**

March 1st **Last day for *SUMMER and FALL semester applications**

*** Summer practica/internships are limited to those individuals who have a clear, renewable license to teach in the state of Georgia. Summer placements enable these students to “add” interrelated special education to their existing certificates. Please consult with your advisor or call the Practicum Office, 404-651-0135, for further information.**

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