

APPLICATION FOR PRECLINICAL PLACEMENT

INSTRUCTIONS and IMPORTANT INFORMATION.

REQUIREMENTS FOR ENROLLMENT:

You must have a 2.25 Benedictine University GPA to apply for and enroll in EDUC 200, and a 2.50 for all other preclinical experiences.

Students must register for the preclinical course and the corresponding academic course.

INSTRUCTIONS:

Application forms are available in the office of the Department of Education on the 2nd floor of Brinkerhoff.

Preclinical applications are completed concurrently with course scheduling during academic advising for the upcoming semester.

A separate application must be submitted for each preclinical experience.

Applications must be typed or clearly printed.

Applications must be signed by the student, his/her advisor and then submitted immediately to the Assistant Education Program Director.

If you drop or withdraw from a preclinical course, notify the Assistant Director immediately! It is your responsibility to cancel your paperwork for a preclinical placement! The Assistant Director can be reached at mlavin@sci.edu or (217) 525-1420, Ext 293

PLACEMENT:

Without a completed preclinical application, placement(s) will not be processed.

Placements are made by and **MUST** be coordinated through the Assistant Director.

When a placement has been **tentatively** approved, you will be informed. You will be requested to contact the appropriate person within one week to arrange a meeting. The purposes of this meeting are to receive final approval (if granted) and to establish your tentative schedule (refer to scheduling, below).

SCHEDULE :

Preclinical experiences **may not** begin until the second week of classes and shall be concluded no later two weeks before the last day of classes.

The student's preclinical schedule (i.e., number of days per week and hours per day) must be approved by the cooperating teacher (in consultation with the University Supervisor).

PLEASE NOTE:

Applications will **not** be processed without the advisor's signature.

It is against school policy for students to be placed in a school they previously attended or are currently employed or currently have relatives attending or working.

Placements will not be revised once a placement site has been approved by the school or district. Only extenuating circumstances will be considered.

Students are **required** to have a preclinical experience in at least one urban, diversity rich setting.

DETACH THIS PAGE FOR FUTURE REFERENCE.

PERSONAL DATA:

Personal email address: _____

SCI email address: _____

Phone: home: _____ cell: _____

Street Address: _____

I have attended or been employed by or have a child/relative who is attending or working in the following k-8 schools:

Is there any physical condition that needs to be considered when making your school placement (such as can't climb stairs or can't be in basements)? No____ Yes____ (Please be specific about the limitations and accommodations needed.

____ Yes, I have read, understand and agree to the above procedures and regulations associated with preclinical placements.

SIGNATURES:

Applicant: _____ Date: _____

Education Program Director: _____ Date: _____

Placement Coordinator: _____ Date: _____

*******(Below is for office use only.)*******

PLACEMENT FOR THIS PRECLINICAL:

SEMESTER: _____

COURSE: (Please circle course #) **EDUC 200 EDUC 316 EDUC 321**

GRADE LEVEL: _____

SCHOOL: _____ **CITY:** _____

EDUCATIONAL DATA:

Cumulative Benedictine University GPA: _____

If no Benedictine University GPA, indicate GPA for most recent institution:

Institution: _____ GPA of _____ on a point scale of _____ for _____ semester hours.