GENERAL INSTRUCTIONS

# **ELIGIBILITY FOR PRACTICUM**

DEPARTMENT OF HEALTH PROMOTION AND PHYSICAL EDUCATION

P-12 CERTIFICATION

 To determine eligibility for practicum (HPE 4410 or 4430), application forms must be submitted and approved prior to the semester practicum is desired. This process is part of the HPE Department’s periodic assessment of the teacher preparation students. The practicum forms are available from the HPE Department Office (CC 3003) and must be submitted to the Chair of the Departmental Admissions Committee, Ms. Susan Whitlock, by the same deadline used for Admission to Teacher Education. Teacher candidates must meet the Center for Field Placements and Partnerships deadlines for requests for field placements. Completion of these forms **does not** constitute a request for a placement. To be eligible for the practicum, students must have:

 1. been admitted to the teacher education program without concerns.

2. maintained an adjusted GPA of 2.75, as well as an adjusted 2.75 GPA in each of the following HPE major course areas: professional skills, HPE major core, and professional education.

3. received a minimum letter grade of C in all required HPE major courses.

4. successfully completed HPE 3450 before HPE 4410, or HPE 3550 **and** HPE 3650 before HPE 4430.

5. received positive evaluations in all field experiences.

6. exhibited responsible professional behavior in classes, field experiences, and interactions with peers and faculty.

7. continued participation and professional contribution to majors’ club and/or other professional activities.

1. received unanimous approval from HPE faculty.

9. received a clear Criminal History Background Check

1. submitted an electronic application for HPE Practica: <https://education.kennesaw.edu/cepp/>

\***REMINDER**\* Students may **not** apply for a practicum in a school they attended nor in a school in which they have a relative working or attending.

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| P-12 PRACTICUMADMISSION DEADLINE | SUBMIT MATERIALS BY: |
| Fall Semester | March 15 |
| Spring Semester | September 15 |

**APPLICATION**

**PRACTICUM IN HPE**

**TEACHER CERTIFICATION (P‑12)**

DATE KSU #:

NAME

 LAST FIRST MIDDLE

PERMANENT ADDRESS

MAILING ADDRESS

PHONE (home) (cell) E-mail address \_\_\_\_\_\_\_\_

THE FOLLOWING INFORMATION MUST BE VERIFIED BY THE STUDENT'S ACADEMIC ADVISOR:

Application for HPE: 4410 4430 Semester: Fall Spring

 (circle) (circle)

 Year: (specify)

Current GPA Information (calculate from grades on Banner):

 Adjusted GPA at KSU Professional Skills

 Major Core Professional Education

Courses Taken (check) HPE 3450 3550 3650

Criminal History Background Check: Results: Clear \_\_\_\_\_ Problem \_\_\_\_\_

Has this student made below a letter grade of "C" in any HPE course which has not been retaken and replaced with a grade of "C" or better? YES NO

If "YES", please specify courses:

I confirm that all of the above information is correct.

 DATE

APPLICANT'S SIGNATURE ACADEMIC ADVISOR'S SIGNATURE

DIRECTIONS TO STUDENT: See catalog for the dates of submission. When the application is completed, return to the Chair of the Departmental Admissions Committee, Ms. Susan Whitlock.