

# Undergraduate Practicum Application

Applications are to be submitted to the Field Placement Office the semester preceding the placement semester in accordance with the following due dates.

Applications for **fall placement** are due by **no later than March 1**.

Applications for **spring placement** are due by **no later than October 1**.

Name \_\_\_\_\_ Holy Family ID # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Holy Family Email \_\_\_\_\_

Check here to indicate Fall or Spring application and enter the year  Fall 20 \_\_\_\_  Spring 20 \_\_\_\_

## Course Requirements

- Applicants must meet all prerequisite requirements.
- All undergraduate applicants must be enrolled in junior-level courses at the time of placement..
- Applicants must register for the appropriate course. See below for details.

## Clearance Requirements

This form must be completed and copies of current clearances must be registered with American DataBank at [www.holyfamilycompliance.com](http://www.holyfamilycompliance.com). Please note that clearances are valid for a period of one year from date of issue.

Required clearances are:

- Tuberculosis Test
- Act 151: PA Child Abuse
- Act 34: PA Criminal Background Check
- Act 114: Federal Criminal History Record (fingerprinting)
- Act 24: Arrest/Conviction Report and Certification Form

*Note that clearance requirements in New Jersey and select Pennsylvania districts may differ. Students placed in New Jersey must register PA clearances with American DataBank and contact their host NJ district or school to determine and meet local clearance requirements.*

## General Placement Information

- Students are assigned to Practicum locations based on program considerations. Personal preferences and needs will be considered to the extent possible. Placements are generally based on school availability and supervisory needs.
- Practicum I and II placements generally vary by region and grade level. The Field Placement Office will endeavor to provide students with an urban and suburban experience and exposure to varied grade levels.
- A child abuse or criminal record may prevent a student from being placed in a school setting and/or exclude the student from the possibility of certification. Failure to disclose any prior arrest or conviction may lead to dismissal from the School of Education. If a student has any question regarding the impact of a record on certification prospects, he/she should contact the certification office at the Pennsylvania Department of Education.

## Program Information

- PreK-4 Education
- PreK-4/Special Education (PreK-8)
- Middle Level 4-8 with concentration in: \_\_\_\_\_
- Secondary Education 7-12 with concentration in: \_\_\_\_\_
- Art Education K-12

## Placement Request Information

Have you been formally accepted to the School of Education?  Yes  No

*(PreK-4 Program)* If requesting Practicum I (PreK-1), check here  and register for EDEC 305 or EDEC 311

*(PreK-4 Program)* If requesting Practicum II (2-4), check here  and register for EDEC 306 or EDEC 312

*(4-8 Middle Level Program)* If requesting Practicum I (4-6), check here  and register for EDUN 315

*(4-8 Middle Level Program)* If requesting Practicum II (7-8), check here  and register for EDUN 316

*(K-12 Art Education)* If requesting Practicum I (K-6), check here  and register for EDUN 315

*(K-12 Art Education)* If requesting Practicum II (7-12), check here  and register for EDUN 316

*(7-12 Secondary Education Program)* If requesting Practicum I (7-8), check here  and register for EDUN 315

*(7-12 Secondary Education Program)* If requesting Practicum II (9-12), check here  and register for EDUN 316

If this is your second Practicum, identify the first school site \_\_\_\_\_ and grade level \_\_\_\_\_.

Transportation is your responsibility. Do you rely on public transportation?  Yes  No

## Signature

By signing this application, I (the applicant) certify that the information submitted is true and complete.  
I understand that false statements herein will subject me to the possibility of dismissal from the School of Education.

Student Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return this completed form to:

**Field Placement Office**  
**ETC 443/441**  
**Holy Family University**  
**9801 Frankford Avenue**  
**Philadelphia, PA 19114**