

**COLORADO MESA UNIVERSITY**  
**CENTER FOR TEACHER EDUCATION**

**Initial Teacher Licensure  
Graduate Certificate  
Field Placement Application**



1100 North Avenue  
Grand Junction, CO 81501  
(970) 248-1786

<http://www.coloradomesa.edu/teachered>

# ITL Field Placement Application

Please complete **ALL** sections

## Candidate Information

Name: \_\_\_\_\_

Student ID: 700- \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

CMU Email: \_\_\_\_\_@mavs.coloradomesa.edu

Personal Email: \_\_\_\_\_

Today's Date: \_\_\_\_\_ ITL Program (May-May) Year: \_\_\_\_\_

Elementary *or* Secondary & Content Area: \_\_\_\_\_ (Math, Social Studies, Spanish, Science, or English)

ALREADY HAVE A DEGREE: \_\_\_\_\_ (list degree) Year: \_\_\_\_\_ College: \_\_\_\_\_

ALREADY HAVE A DEGREE: \_\_\_\_\_ (list degree) Year: \_\_\_\_\_ College: \_\_\_\_\_

## Field Placement

The placement process is complicated and not one that is taken lightly. One of the most important factors in making a placement is the quality of the mentor teacher. We consider several factors when making decisions about placements (past placements, letter of interest, placement interview, etc.). Sometimes due to availability of excellent mentor teachers, we may place you in a grade level and school you may not have selected for yourself. You are **NOT** to contact principals or teachers yourself—we work with the school district in making placements.

**Based on availability of placements in your local district, some students may be placed in other districts.**

Please indicate below which district (in our 14 county areas) you would like to be placed in

Preferred District: \_\_\_\_\_ (For example: Mesa County - D51)

Preferred Level (please indicate):

Secondary - Middle School or High School

Elementary - Grade(s): \_\_\_\_\_

High School You Attended: \_\_\_\_\_

### IMPORTANT:

Do you have a relative employed or attending an elementary/secondary school? Yes  No

Are you employed or do you volunteer at a school? Yes  No  If yes, what school \_\_\_\_\_

You will **not** be placed in a building where a member of your immediate family attends, or is employed. You cannot be placed at a school where you work, volunteer, or have a relationship. Please indicate any school affiliations (information should be current with the semester/year you will be starting your pre-internship).

School: \_\_\_\_\_

Name of Relative: \_\_\_\_\_

Relationship: \_\_\_\_\_

School: \_\_\_\_\_

Name of Relative: \_\_\_\_\_

Relationship: \_\_\_\_\_

School: \_\_\_\_\_

Name of Relative: \_\_\_\_\_

Relationship: \_\_\_\_\_

School: \_\_\_\_\_

Name of Relative: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Agreement & Signature**

All applicants are required to answer the following question, read and initial the following statements, and sign this application to verify the accuracy of their answers.

Have you ever been convicted of a felony or misdemeanor (excluding minor traffic violations)?

- No
- Yes

If you have answered YES, please attach, in a sealed envelope, a statement describing the circumstances and documentation of the final disposition of the conviction.

**Please read and initial:**

\_\_\_\_\_ I have read the CTE Intern Handbook and the Master’s handbook that are available online at:  
<http://www.coloradomesa.edu/teachered/documents/InternHandbook.pdf>  
 & <http://www.coloradomesa.edu/teachered/documents/CTE2013GraduateHandbook.pdf>

**I understand that:**

- \_\_\_\_\_ I must have a "B" or better in all EDUC classes and have a content area and overall GPA of 2.8.
- \_\_\_\_\_ I must pass the Praxis II or Place before I can begin my final semester of student teaching.
- \_\_\_\_\_ My student teaching must take place in the 14-county region served by Colorado Mesa University and that CMU pays the mentor and college supervisor stipends only within this 14-county region.
- \_\_\_\_\_ My pre-internship/internship begins on the first day that my mentor teacher begins and that I am **bound to my host school’s calendar, not the CMU calendar.**
- \_\_\_\_\_ I will work through the last day of my internship, which follows the school district’s end date for the semester, not CMU’s semester end date.
- \_\_\_\_\_ Teacher candidates may not work as substitute teachers while completing their internship.
- \_\_\_\_\_ I am not allowed to take personal days during my internship.
- \_\_\_\_\_ It is **mandatory** that I attend the orientation and the two colloquia set up by the Teacher Education Department.
- \_\_\_\_\_ The internship must be concentrated in my area of licensure. The mentor teacher must be professionally licensed and highly qualified in my area of licensure.
- \_\_\_\_\_ My university supervisor will evaluate me at least twice during the pre-internship and four times during the internship.
- \_\_\_\_\_ I must be present at all scheduled internship meetings. Dates will be provided by the Program Coordinator.
- \_\_\_\_\_ I must apply for licensure within five years of completing my requirements.
- \_\_\_\_\_ When applying to the Colorado Department of Education for my *Initial Teacher License*, I am responsible for submitting all paperwork, fees, and supporting documents (including the request of all official transcripts). For more information on the CDE application process, see <https://www.cbirecordscheck.com/Nonaccount/indivcheck.aspx>

I attest that I have read and understood all of the application materials and that to the best of my knowledge, all information stated on this application is true and correct. I understand that any misrepresentation will result in my ineligibility for admission and/or suspension from the program. I also authorize the release of information contained in this application and/or in my Center for Teacher Education file to my mentor teacher(s), my principal(s), my college supervisor(s) and other active participants in my internship for all purposes of licensure and/or degree completion.

Student Name (printed):	
Signature:	
Date:	