

Guidance for External Candidates Seeking Placement

I. Candidates Seeking Placement

- External (non-employee) candidates seeking placement in CCSD for student teacher, field observation, internship and practicum experiences should request that their college or university field placement coordinator contact Lindsay Bowley, Recruitment Coordinator in the Office of Human Resources, at Lindsay.Bowley@CherokeeK12.net to determine if placement applications are being accepted.

II. Request for Placement

- The Office of Human Resources must receive an emailed request from the college or university detailing the following:
 - Candidate Name
 - Candidate Email
 - Candidate PSC Number (if applicable)
 - Degree Program
 - Start/End Date of Placement
 - Required Hours
 - Mentor Requirements
 - Any Other Requirements
- Candidates who are interested in being considered for placement in CCSD must complete the CCSD Request for Placement Application. Directions on how to complete this application will be sent to the requesting college/university field placement coordinator.
- For priority consideration for placement in an educational field experience, completed forms with required documentation should be submitted to the Office of Human Resources by the following dates:
 - Fall Placement – April 15th
 - Spring Placement – November 15th
- A CCSD Criminal History Check must be completed prior to commencement of any student teaching, field observation, internship or practicum experience. The Office of Human Resources reserves the right to reject the request of any candidate who does not meet CCSD minimum criminal history requirements. The Criminal History Check consent form is included in the candidate's Request for Placement Application.

III. Placement Guidelines

- External candidates enrolled in a college/university with a current CCSD Partnership Agreement referencing student teacher, field observation, internship and practicum experiences will receive consideration for placement.
- External candidates from other colleges or universities may be considered for placement contingent upon prior approval by the Office of Human Resources. Considerations for approval may include availability, designation as a critical shortage area, or other need as determined by the Office of Human Resources. Prior to placement, the college/university must enter into a CCSD Memorandum of Understanding Agreement.
- CCSD currently has active partnerships with the following colleges, universities and providers:

American Public University System	Grand Canyon University
Barry University	Iowa State University
Berry College	Kennesaw State University
Blue Ridge Area Health (AHEC)	Liberty University
Brenau University	Life University
Capella University	Mercer University
Chattahoochee Technical College	Piedmont College
Dalton State College	Reinhardt University
Eastern Michigan University	University of North Florida
Emory University	University of Phoenix
Florida Gulf Coast University	University of Tennessee (Martin)
Georgia College and State University	University of West Georgia
Georgia Highland College	Valdosta State University
Georgia Southern University	Walden University
Georgia State University	Western Governors University
Georgia Department of Public Health	Young Harris College

V. Assignment of a Cooperating Teacher or Mentor

- The Office of Human Resources will work with the appropriate college/university field placement coordinator to assign approved candidates a Cooperating Teacher or Mentor.
- Candidates will not be placed at a location where a family member works or attends.
- The recommendation and approval process and assignment of a Cooperating Teacher or Support Staff Mentor is required prior to approval of a candidate's placement.
- Confirmation of placement will be sent to the college/university field placement coordinator, school administrative designee, and Cooperating Teacher or Mentor by the Office of Human Resources.

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