

**VERIFICATION SHEET
STUDENT TEACHING/INTERNSHIP**

PLEASE COMPLETE AND RETURN WITHIN TWO WEEKS OF RECEIPT

**A credit memorandum will be issued in your name
following completion of the student teaching/internship semester.**

Student Teaching/Internship Semester/Year _____

Please check the appropriate statement:

- _____ Student teacher/intern is assigned to one cooperating teacher.
- _____ Student teacher/intern is assigned to more than one cooperating teacher.
- _____ stipend to be divided equally
- _____ other: _____

Teacher's Name _____ Social Security Number _____

Subject/Grade Taught _____

Years of Teaching Experience _____ Years in Present Position _____

School Building _____

School District _____

Teacher's Highest Academic Degree _____

Institution for Highest Academic Degree _____

Area(s) of Certification _____

Total Weeks of Student Teacher/Intern's Field Experience _____

Student Teacher/Intern's Name _____

Cooperating teachers who supervise student teachers/interns have the option of receiving a cash stipend (\$7.50 per week of the student teaching/internship experience) or a fee waiver (\$30 per week of the student teaching/internship experience) for graduate study at Bowling Green State University. The fee waiver (credit memorandum) can be used to pay instructional fees for graduate level classes taken at BGSU.

The credit memorandum will be valid for one year and can be transferred to another person. The credit memorandum will be distributed to the school district in the name of the cooperating teacher. Depending upon the policy of the district, the credit memorandum may be given to the cooperating teacher, may be given to other teachers in the district, or might be pooled to provide inservice programs for all teachers in the district.

Credit memorandum will be distributed to the district for each cooperating teacher after the completion of the student teaching/internship semester. The credit memorandum (fee waiver) is good for one year. It can be returned to the Office of Research and Field Experiences for the cash value or to the Bursar's Office for payment of instructional graduate fees.

Please return this form to the University Supervisor or:	Office of Research and Field Experiences College of Education and Human Development Bowling Green State University 455 Education Building Bowling Green, Ohio 43403-0241 Phone: (419) 372-7389
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