# Kean University Outstanding Professional Intern Awards

## Instructions and Checklist for Eligibility

### 1. General Items
- Must be received by December 1 (Fall candidates) or April 1 (Spring candidates).
- Must contain one complete application and two (2) of copies.
- Should be collated in the order listed below (See #8).
- Application must be typed.

### 2. Nomination Form
- Completed and typed.
- Semester and Year can ONLY be Fall 2009 or Spring 2010.
- Must be SIGNED and dated at the bottom.

### 3. Resume
- Must have student’s name at the top.

### 4. Two Letters of Recommendation
- Submitted on official stationery.
- Must be typed, dated, and SIGNED.
- Two letters of recommendation:
  - One must be from education instructor
  - One must be from university supervisor/clinical instructor

### 5. Cooperating Teacher Recommendation
- Relate knowledge and skills to content(s), pedagogy, P-12 learners, and communication.
  - Please give examples to support comments.
- Must be typed.
- Must come from cooperating teacher.

### 6. Student Personal Essay
- Must be typed using correct writing and grammar.

### 7. In recognition of successful completion of the professional internship, one outstanding intern will be selected from each of the following programs:
- Bilingual: UG & Post-Bac
- Early Childhood: UG, Post-Bac, & GR
- Elementary: UG, Post-Bac, & GR
- Fine Arts: UG & Post-Bac
- Music: UG & Post-Bac
- Middle School: UG & Post-Bac
- Physical Education & Health: UG & Post-Bac
- Secondary Education: UG, Post-Bac, & GR
- Teacher of Students w/Disabilities: UG

### 8. The following items will be included in a completed application:
- A signed and completed Nomination Form Application (2 pages).
- Copy of student’s resume.
- A signed and dated recommendation from university supervisor or clinical instructor.
- A signed and dated cooperating teacher’s recommendation on school letterhead.
- A signed recommendation from an education instructor.
- Student’s personal essay.
- Student’s biographical information to be included in program of awards ceremony.
  - Six sentences, maximum.

### 9. Outstanding professional interns are chosen by an independent committee of educators including school district faculty and administrators, university faculty, and previous winners.

### 10. Please be certain that the items in the completed application are paper-clipped together in the order indicated in #8 above and received no later than December 1 (Fall candidates) or April 1 (Spring candidates) by the:
- Teaching Performance Center
- 110 Willis Hall
- Kean University