

**SPRINGFIELD COLLEGE
OFFICE OF EDUCATOR PREPARATION & LICENSURE
INTERVIEW RECORD**

INTERVIEW PROTOCOL: Steps to follow when setting up an interview.

1. Call the school, introduce yourself as a student from Springfield College who has requested to do your practicum at their school. Tell them you are calling to set up an interview to meet with your potential supervising teacher and the school principal. Remind the secretary that the SC Office of Educator Preparation & Licensure already sent an official request letter to the principal and he/she responded that they were interested in possibly having you in his/her school for your practicum placement.
2. SET UP AN INTERVIEW with your supervising teacher or other individuals(s) listed below. (MAKE SURE YOU ASK FOR DIRECTIONS TO THE SCHOOL)
3. Dress appropriately for the interview. Arrive a little early.
4. Bring a copy of your transcript and resume.
5. After the interview, fill out the bottom portion of this interview record and return the **entire form** to the Educator Preparation Office ASAP.

Top portion of this form to be filled out by the Educator Preparation Office.

NAME _____ LICENSURE _____
PE/ECED/ELEM/SEC/HLTH//GUID

SITE/SCHOOL PLACED _____ PHONE _____

DATES FOR PRACTICUM _____
(First Half or Second Half of Semester)

SUPERVISING PRACTITIONER _____
Email: _____

OR OTHER INDIVIDUALS (e.g. department chair) _____

Bottom portion of this form to be filled out by the STUDENT

DATE OF INTERVIEW _____

INDIVIDUAL(S) YOU MET _____

(e.g. - supervising teacher, principal, other teachers, etc.)

DID THE INTERVIEW GO OKAY? _____

IS EVERYTHING ALL SET? _____

OTHER COMMENTS _____

**RETURN THIS FORM TO THE OFFICE OF EDUCATOR PREPARATION & LICENSURE 209 Administration
Building - QUESTIONS?? CALL 748-3155**