

February 7, 2005

**MEMORANDUM**

TO: Supervising Master Teachers and Collaborating Teachers-Spring 2005  
FROM: Vicki McLain, Director, Center for Field Experiences and Partnerships  
RE: Nominations for Outstanding Student Teacher

Each semester, the Center for Field Experiences and Partnerships presents an award to the Outstanding Student Teacher. The process for selecting the Outstanding Student Teacher is as follows:

- Supervising Master Teachers and Collaborating Teachers nominate students deserving of the award and return the nominations to the Center for Field Experiences and Partnerships.
- Nominations are forwarded to a selection committee composed of faculty representing the different teacher education program areas.
- The Selection Committee selects the Outstanding Student Teacher for the semester.

Enclosed you will find a nomination form. The new application process requires that you frame your nomination using the outcomes from our Conceptual Framework. **Only nominations that follow the format will be considered for the award.** If you feel that your student teacher is deserving of this honor, please complete the form and return it to the Center for Field Experiences and Partnerships no later than Friday, April 8, 2005.

If you have questions about the KSU award process, materials to submit, or anything else with which we can assist you, please call 770-423-6734.

enclosure