

# How to Complete the Biographical Data Form

The Biographical Data form is located on the College of Education's website at <https://education.ua.edu/students/field-experiences/> under "Preparing for an Internship". Click on the link titled [Biographical Data Form](#).

Step 1: Enter the required data in the appropriate fields. Be sure to look over the document to ensure that the appearance is neat. If a line rolls to the next page, simply press the delete button to delete any page breaks.

Step 2: Your autobiography should be an introduction about yourself and why your internship is important; why you have chosen teaching as a profession; goals you have during your internship; and/or how has someone influenced your decision to be a teacher. It is recommended that you delete the instructions.

Your field experiences should include a detailed description of the activities, grade level, subject, school, hours completed, and school demographics (if available) that you were placed in for each clinical placement.

If you need information from your file, now is the time to start requesting it. Requests are made by signing up on the clipboard in 101 Graves Hall. Information will be emailed as time permits.

Step 3: After the data has been entered, it is time to insert the SCANNED photo. Insert a RECENT photo in to the top left hand box (no smaller than 1 ¼" x 1 ¼" and no larger than 2" x 2"). A passport size photo is a perfect size photo.

Step 4: You are now ready to **SAVE and EMAIL** the document. It is recommended that you save a copy for your records as well.

Your Biographical Data form must be saved as a PDF titled last name, first name, Spring 2022 intern (ex. Brown, Tammy Spring 2022 Intern). Your Biographical Data form should then be submitted **via email** to [educlinicaloffice@ua.edu](mailto:educlinicaloffice@ua.edu) by 5:00 p.m., November 1, 2021.

The biographical data form is required for an internship placement and is due November 1<sup>st</sup>. Please note that your internship application is not considered complete until your biographical data form is submitted to [educlinicaloffice@ua.edu](mailto:educlinicaloffice@ua.edu).