How to Complete the Biographical Data Form

All teacher interns must complete the **Biographical Data Form and submit to Watermark Student Learning & Licensure (SLL) by 11:00 p.m., Friday, March 31st.** All Biographical Data Forms **MUST BE TYPED** and uploaded to SLL. Your Biographical Data Form will be available to your assigned school principal(s), cooperating teacher(s), college supervisor(s), and/or clinical master teacher(s) once internship placements are finalized and uploaded to SLL. This will be the first impression the teacher and principal have of you as a teacher candidate. Therefore, you will need to have someone read and edit your forms prior to submission.

The Biographical Data form is located on the College of Education’s website at [https://education.ua.edu/students/field-experiences/](https://education.ua.edu/students/field-experiences/) under “Preparing for an Internship”.

**Step 1:** Enter the required data in the appropriate fields. Be sure to look over the document to ensure that the appearance is neat.

**Step 2:** Your biographical data form can contain the following information:

- an introduction of yourself
- why your internship is important to you
- why you have chosen teaching as a profession
- goals you have during your internship
- how has someone influenced your decision to be a teacher
- past field experiences with detailed descriptions of activities, grade level, subject, etc.

**Step 3:** Your photo must be added to your biographical data form.

- You will “insert” the photo into your document (for example, for Microsoft Word, you will choose Insert, Picture from the menu bar). Your photo should be in the box on the top left corner.
- You should have a professional appearance in your photo and be the only person in the photo. An example would be a selfie in front of a brick wall.
- Resize your photo so that the dimensions are between 1 ¼” x 1 ¼” and 2” x 2”).

**Step 4:** Once your application for internship has been received, you will be added to the appropriate “2023 Fall Internship” course(s) in SLL. Depending on your certification area, you may be added to one or two internship courses in SLL.

- You should upload your biographical data form to the assignment labeled “Intern's Biographical Data Form”.
- Your Biographical Data form by 11:00 p.m. on March 31, 2023.

Your Fall 2023 Internship Application will not be considered complete until your biographical data form has been added to SLL. Your internship application and biographical data form are some of the components that must be met before an internship placement will be released.