**How to Complete the Biographical Data Form**

All teacher interns must complete **the Biographical Data Form and submit to the appropriate Fall 2024 internship assignments in Watermark Student Learning & Licensure (SLL) by Monday, April 1st.** 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 education.ua.edu *Student Resources*, *Office of Clinical Experiences*, *Internship Documents*.

Step 1: Complete the biographical data form – your information must be typed and not handwritten.

Step 2: You will be directed to include 3 to 5 things about yourself which you would like to share with your cooperating teacher(s) and the P-12 learners in the classroom. Below are some ideas to help get you started:

* introduce yourself – hobbies, travel, volunteering, etc.
* why is teaching important to you?
* what are your goals for your internship?
* has someone influenced your decision to be a teacher?

Step 3: Include a photo of yourself.

* 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 fit in the box on the top left corner (approximately 1 ¼” x 1 ¼” and 2” x 2”).
* 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, shrubbery, or UA building in the background. Please do not crop a group photo of you and your friends at a ballgame, party, or other outing or event.

Step 4: You will be added to the appropriate “2024 Fall Internship” course(s) in SLL after your internship application has been received. Depending on your certification area, you may be added to one or two internship courses in SLL. You will have an assignment (or two) related to the biographical data form in your Fall 2024 internship course for completion.

* You should upload your biographical data form to the assignment(s) labeled “Intern's Biographical Data Form”.
* Your Biographical Data form is due by Monday, April 1st.