










Application Procedures for School Internships

-  Log into your LiveText account at:
<https://c1.livetext.com/misk5/login/>
-  Find the “Forms” tab and click on it to locate the Placement Application Form.
-  Click “Take form”.
-  Read each item carefully and provide the required information. **You must provide a response for each item.** Enter N/A if Not Applicable.
-  Once you begin filling out the application you can stop at any point and save your work by clicking on “Save form”.
-  When you return to complete the application, you will see a “continue” button, click to proceed in completing the form.
-  **PLEASE MAKE CERTAIN TO PROOFREAD FOR ANY SPELLING OR GRAMMATICAL ERRORS PRIOR TO CLICKING ON “SUBMIT FORM”!** Only click on “submit form” when you have completed the entire application. **Applications with errors can only be corrected in the EduGator Central Office.**
-  To access your completed form in LiveText click on the title of the form (UF Internship Placement Application). At this point you will be able to see your completed application but will not be able to change the information submitted.
-  The final steps are to *click on “Create a Printable Version”* of your completed application, *“Print” in upper right hand corner, once the Print option opens up click on “Open PDF in Preview”, from the File tab select “Save” or “Export As PDF”, Save As Last Name, First Name UF Internship Placement Application, and email it to your Field Experience Coordinator, Sarah Nassoiy at sarahmk@coe.ufl.edu.*

Questions or difficulties completing the internship placement application?

Contact the Field Experience Coordinator, Rebecca Kidwell at 352-273-4379; sarahmk@coe.ufl.edu

OR

Contact the College of Education's LiveText Coordinator, Kim Roberts at 352-273-4260;
kjf@coe.ufl.edu.