










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 attentively 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.
-  Only click on the “submit form” when you have completed the entire application. **PLEASE MAKE CERTAIN TO PROOFREAD FOR ANY SPELLING OR GRAMMATICAL ERRORS PRIOR TO CLICKING ON “SUBMIT FORM”!** Applications with errors can only be corrected in the EduGator Central Office located in G-416 Norman Hall.
-  To access your completed form in LiveText click on the title of the form (Placement Application – Elementary/Early Childhood Education). 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 view the “printable” version of your completed application, and copy and paste the completed form information to a Word file and Save As a PDF. Once you have saved it as a PDF, email it to your Field Experience Coordinator, Rebecca Kidwell at rkidwell@coe.ufl.edu, no later than **5:00 p.m. on the due date.**

Questions or difficulties completing the internship placement application?

Contact the Field Experience Coordinator, Rebecca Kidwell at **352-273-4379**;
rkidwell@coe.ufl.edu; EduGator Central, G-416 Norman Hall.

OR

Contact the College of Education’s LiveText Coordinator, Maria Leite at **352-273-4260**;
mleite@coe.ufl.edu.