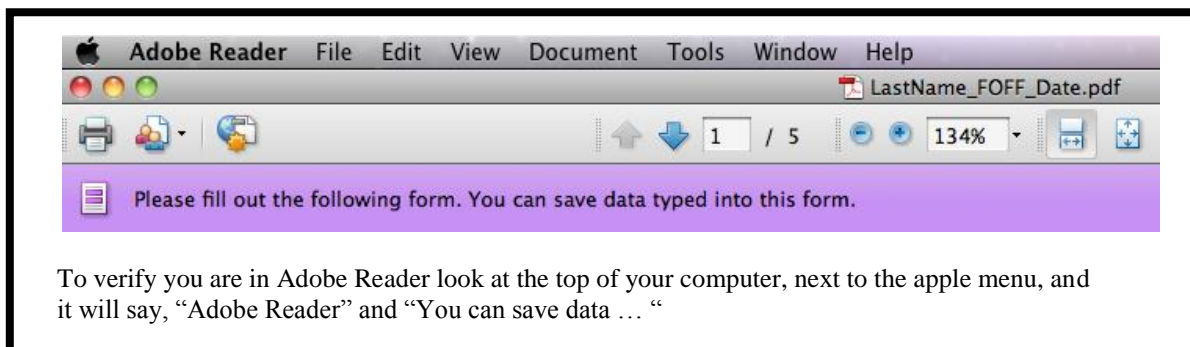


## Instructions on how to use Adobe Reader for to Fill out the Academic Analysis & Life/Work Experiences Form

### Download Adobe Acrobat Reader

**ALWAYS use Adobe Reader rather than Preview** when filling out your form. The fields will appear to work in Preview, but data will be lost when you send it! Mac users may choose to set Adobe Reader as their default PDF viewer.

Before opening any form, be sure that you have the most recent copy of Acrobat Reader installed on your computer. Older versions may not allow all aspects of the form to work. To update your Adobe Reader go to the following link and download <http://get.adobe.com/reader/>



### 1. Save/Download the Form

Blank feedback forms are available via e-mail

*Mac Users:* DO NOT view or open the forms directly from e-mail attachment; instead save (or download) the form into your desired location (e.g. your desktop), and then open it from within Adobe Reader, Step 2.

*PC Users:* Click on download button, then choose save (rather than open) and specify a desired location to save it. Then navigate to location you saved form in and open form directly, and skip to step 3.

### 2. Opening the Form

You can open the form from the location you saved it in step 1, but be sure it is open in Adobe Reader and NOT Adobe Preview. If you're unsure if Adobe Reader is your default program you can open your Applications folder and select Adobe Reader 9 from the list (or do a search for it). Once found, it is helpful to drag Adobe Reader from applications folder to your dock for future easy access.

Once this application is open click on the File menu, choose the "Open" tab.

Navigate to the location where you saved the form in Step 1 (e.g. desktop). Using this method, the form will open using Adobe Reader.

### 3. Fill Out and Save the Completed Form

4. Send to Julie Griswold at [jrgriswold@alaska.edu](mailto:jrgriswold@alaska.edu) or to Kelly Mendez at [ksmendez@alaska.edu](mailto:ksmendez@alaska.edu).

## ELEMENTARY BAE/TEACHER LICENSURE PROGRAM APPLICANT CHECKLIST

Student Name:

Application Year: 20\_\_\_\_\_

Student ID:

Mailing Address:

Student Email:

Phone:

Cell:

**SUBMIT PAPER COPIES OF ALL DOCUMENTS AS WELL AS  
ELECTRONIC COPIES OF ALL DOCUMENTS TO JANN LAITI**

### APPLICATION FORM TO COMPLETE ELECTRONICALLY

Academic/Life/Work Experiences Form (1 PDF file with fillable format)

### ADDITIONAL DOCUMENTS TO COMPLETE & SUBMIT ELECTRONICALLY

*\*Be sure to read the guidelines carefully before preparing and submitting these documents*

**Resume and Autobiography** (submit as one document)

**Two Application Essays** (submit as one document)

**Copy of DegreeWorks Audit** (copied after fall semester grades have been posted)

### REQUIRED LETTERS OF RECOMMENDATION

*\*Applicants can submit letters with their application packet or they can be sent directly to the School of Education by the person preparing the letter (see e-mail addresses at bottom of this form).*

*\*Be sure to read the request for the letters of recommendation document carefully before determining whom you will ask to prepare your letters of recommendation.*

#### **Two Letters of Recommendation:**

1. Name: \_\_\_\_\_ Position: \_\_\_\_\_

2. Name: \_\_\_\_\_ Position: \_\_\_\_\_

### EXTEMPORANEOUS WRITING SAMPLE

**Extemporaneous Writing Sample:** A 1-hour timed hand-written essay in response to a prompt provided by the School of Education.

**Applicants in Fairbanks:** An e-mail message will be sent about the scheduled date for completion of the writing sample

**Applicants Not in Fairbanks:** The School of Education will help to arrange for a proctor for completion of the writing sample

Proctor Name and Contact Information:

Date scheduled for completion of writing sample:

### PRAXIS TEST SCORES

*\* If you have not yet completed or passed your Praxis I/CASE and Praxis II tests, be sure to include the date(s) when you are scheduled to take them.*

**Praxis I/CASE Scores: Reading- Writing- Math- AK passing scores: Praxis I: R 175 W 174 M 173**  
*or an ave. score 174 w/ no single score less than 172. Praxis CASE: R 156 W 162 M 150. No mixing/matching of scores from both tests.*

**Praxis II Elementary Education Content Knowledge Exam (#5014 or #5018) scores (Alaska passing scores: 143/163):**

Sub scores: Lang Arts- Math- Social Studies- Science-

ACT scores

or SAT scores

### COMPLETE THE ALASKA STUDENT TEACHER AUTHORIZATION PACKET

(Fingerprint cards and criminal background check.) Download and complete the form from [education.alaska.gov/TeacherCertification/forms/Student\\_Teacher.pdf](http://education.alaska.gov/TeacherCertification/forms/Student_Teacher.pdf). Fingerprint cards and instructions will be available from the SOE after Feb. 15, and will be mailed to applicants not in Fairbanks. A \$60.00 cashier's check must be submitted with the packet, payable to DOEED Teacher Certification.

**SUBMIT ITEMS ELECTONICALLY TO THE UAF SCHOOL OF EDUCATION ADVISING OFFICE.**

Fairbanks applicants submit application items to JANN LAITI at [jmlaiti@alaska.edu](mailto:jmlaiti@alaska.edu). Students not in

Fairbanks submit application items to JULIE GRISWOLD at [jrgriswold@alaska.edu](mailto:jrgriswold@alaska.edu).

# Guidelines for Submitting 3 Additional Intern Year Application Documents

*Be sure to submit these 3 documents as e-mail attachments at the same time that you submit your other two application documents (i.e., your Checklist and your Analysis of Academic/Life/Work Experiences).*

## **1. Resume' & Autobiography—submit electronically, as one document, and a paper copy as part of your packet to SOE.**

*This document will be given to potential mentor teachers and principals. Please edit and proofread carefully before submitting.*

- **Resume'** — Prepare a resume' that includes a chronological listing of your full employment history.
- **Autobiography** — Prepare a 1 to 2 page double-spaced autobiography and include a paragraph about why you have chosen to become a teacher.

## **2. Application Essays—submit electronically as one document, and a paper copy as a part of your packet to SOE**

*Please respond to each of these questions with a one-page (double space) response.*

- **Essay #1** — Reflect upon all of your education fieldwork experiences. Discuss how these experiences influenced or impacted your desire to become a teacher.
- **Essay #2** — Discuss your personal history of schooling (where you went to school, characteristics of your favorite or not so favorite teachers, what kinds of learning experiences made an impact on you, how you best learned, etc.). How will your own school experiences influence you as a future teacher?

## **3. Copy of Degree Works Audit—submit an electronic and a paper copy as part of your application packet *AFTER* your fall semester grades have been posted.**

This is available from your UA Online account at <http://uaonline.alaska.edu/>. Login to secure area by entering **your 8-digit UA Identification Number** and enter your **Personalized Identification Number (PIN)**. Click on the Student Services & Account Information link and scroll down to **Degree Works/Electronic Degree Audit**. Copy and paste the latest version of your degree audit and submit electronically by attaching it to an email.

**Applicant Name:**

**Date:**



**University of Alaska Fairbanks School of Education  
Bachelor of Arts in Elementary Education Teacher Licensure Program  
Academic Analysis and Life/Work Experience Form**

This form helps you organize your experiences into ten categories to provide information on breadth and depth of prior coursework and documented life/work experiences relative to the ten Alaska Student Content Standard areas: **English/Language Arts, Math, Science, Geography, Government and Citizenship, History, Skills for a Healthy Life, Arts, World Languages, and Technology.**

**Instructions for Completing This Document**

**\*\*\*Be sure to fill out this form in Adobe Reader not Adobe Preview- see the .pdf instructions attachment\*\*\***

**1. Learn About Alaska Student Content Areas:**

*To determine in which category to place your experiences, please download and read carefully ALL Content Standards of the Alaska Standards: Content and Performance Standards for Alaska Students.pdf document (p.9-37) from the Alaska Department of Education and Early Development's website (<http://www.eed.state.ak.us/standards/>).*

Downloading and reading this document will help you determine which category is the best fit for your coursework and life/work experiences. (For instance, a course offered in a history department might be best listed under the Government and Citizenship standard or in the Geography standard, a course offered in psychology might be best listed under the Skills for a Healthy Life standard.

**2. Complete Academic Coursework Sections:**

Under each content standard area, please list all of the courses you have taken at all of the universities you have attended. ***Please include ALL of your university classes, even if you didn't pass some of them.*** Please list each course in only one category.

**3. Complete Life/Work Experiences Sections**

In the life and work experience section listed under each content standard, provide a brief written description of life and/or work experiences you have had that provide you with additional competency in each standard. Please document, with as much detail as possible, your background expertise and experience for each content area. Think carefully about paid and volunteer jobs you have had, travel experiences, special interests/ hobbies, etc., as you complete this form.

**Applicant Name:**

**Date:**

**Universities Attended and Grade Point Average(s) / GPA(s)**

**\*List ALL universities you have attended starting with your most recent.**

<b>University Name</b>	<b>Date(s) attended</b>	<b>Credits (for UAF, put total credits as of your last semester)</b>	<b>Total GPA (for UAF, put your cum. GPA as of your last semester)</b>
1.			
2.			
3.			
4.			

**Academic Breakdown Summary**

**Content Area GPA Academic Breakdown:** pages for the English / Language Arts, Math and Science Content Areas. For Social Sciences, refer to the content area GPA calculations you did on those content area pages for the three content areas categories: Geography, Government and Citizenship, and History. Divide the combined total points by the combined total credits for these three categories to get your cumulative Social Science GPA.

	<b>Credits</b>	<b>Points</b>	<b>GPA</b>
<b>Education</b>			
<b>English/ Language Arts</b>			
<b>Math</b>			
<b>Science</b>			
<b>Social Sciences</b>			
(Includes courses in Geography, Political Science, Psychology, Anthropology, Government & Citizenship, and History)			

*A minimum of a 2.0 GPA is required in each of the above content areas.*

**Praxis Test Scores**

**\*Please include your Praxis I/Praxis CASE and Praxis II scores here.**

**Praxis I/Praxis CASE scores:** (Cut scores – Reading (175/156) – Writing (174/162) – Mathematics (173/150); or an ave. score of 174 & no score less than 172 on Praxis I only. No mixing/matching of scores from both tests.)

<b>Reading- Date(s) Taken: 1.</b>	<b>Writing- Date(s) Taken: 1.</b>	<b>Math- Date(s) Taken: 1.</b>	<b>Praxis I or Praxis CASE</b>	
<b>Praxis II Scores</b> (State of Alaska cut score – test #5014: <b>143</b> ; test #5018: <b>163</b> )				
<b>Overall Score-</b>				
<b>Subject Area Scores:</b>	<b>Language Arts-</b>	<b>Math-</b>	<b>Social Studies-</b>	<b>Science-</b>
<b>Date(s) Taken: 1.</b>		<b>Date(s) Taken: 1.</b>		

## Guidelines for Filling out the Academic Analysis and Life/Work Experiences Form

On the attached pages, **please list ALL university courses you have taken.** List the titles of all courses for which a grade or credit was awarded (**including failed courses**, even if you re-took a course for a different grade) in the appropriate content area. Please list the course title as it was listed at the university where you took the course (*not as its equivalent if it was transferred into UAF or another university's degree program*).

Courses taken on a pass/fail, CLEP, credit-for-prior-learning, high school advance placement, etc., basis should be included in this form even though they do not affect your GPA.

If you are currently taking courses, put an asterisk (\*) in the grade column for that course, and do not calculate the course(s) into your GPA. If you have a class that seems to fit in two content areas, please list it in only the one that seems most appropriate. If you have more coursework than space permits, please use the additional content area coursework sheet near the end. If you retook a course to “walk over” a low grade, be sure to calculate only the retake into your GPA.

After you have completed the content area sections and have calculated your GPAs for each content area, please transfer the GPA calculations to appropriate sections of Content Area GPA on the “Academic Breakdown Summary” page at the end of this form.

All forms will be cross-checked with your transcripts for accuracy.

<b>Course Title:</b>	List the department, course number and title (abbreviations are acceptable)
<b>Credits:</b>	List the number of credits
<b>Grade:</b>	List the grade.
<b>Points:</b>	The grade then correlates to “points” A=4, B=3, C=2, D=1, F=0, P=Pass (for pass/fail courses show credit but do not calculate into your credit/point/GPA). Multiply the number of credits by the points (per grade). Include: pass/fail, CLEP, credit-for-prior-learning, high school advance placement, etc., but do not calculate into your GPA.
<b>Institution:</b>	List where you completed the course
<b>Semester - Year</b>	List the semester and year that you completed your course (S=spring, F=fall, Su=summer) along with the year. If you completed your coursework in a university with a quarter system then you will need the additional designation for Winter Quarter (Wtr=winter etc.).
<b>Totals:</b>	Total all GPA credits and points. Divide the total points by the total number of credits to determine your GPA. Compute your GPA for each of the ten content areas. <u>A minimum 2.0 GPA is required in each of these content areas.</u>

### Science

Sample

Course Title	Credits	Grade	Points	Inst	Sem-Year
Bio 105 Fundamentals of Biology	4 x	B (3)	= 12	UAF	S-98
Bio 271 Principles of Ecology	4 x	C (2)	= 8	UAF	F-98
Chem 110 General Science	5 x	C (2)	= 10	MSU	Su 97
Geos 120 Glaciers, Earthquakes, & Volcanoes	4	*		UAF	Wtr 99
<b>Total Credits</b>			<b>Total Points</b>		<b>GPA</b>
<b>13</b>			<b>30</b>		<b>2.30</b>

**Applicant Name:**

**Date:**

**English / Language Arts**

**Academic Coursework**

English / Language Arts Course Titles	Credits	Grade	Points	Institution	Sem-Yr

**Total Credits:** \_\_\_\_\_ **Total Points:** \_\_\_\_\_

**English / Language Arts Content Area GPA:** \_\_\_\_\_

(Transfer this information to the Content Area GPA Calculations on the "Academic Breakdown Summary" page.)

**Life/Work Experience**

Applicant Name:

Date:

Mathematics

Academic Coursework

Mathematics Course Titles	Credits	Grade	Points	Institution	Sem-Yr

Total Credits: \_\_\_\_\_ Total Points: \_\_\_\_\_

Mathematics Content Area GPA: \_\_\_\_\_

(Transfer this information to the Content Area GPA Calculations on the "Academic Breakdown Summary" page)

Life/Work Experience



**Applicant Name:**

**Date:**

**Science**

**Academic Coursework**

Science Course Titles	Credits	Grade	Points	Institution	Sem-Yr

**Total Credits:** \_\_\_\_\_ **Total Points:** \_\_\_\_\_

**Science Content Area GPA:** \_\_\_\_\_

(Transfer this information to the Content Area GPA Calculations on the "Academic Breakdown Summary" page)

**Life/Work Experience**

Applicant Name:

Date:

Geography

Academic Coursework

Geography Course Titles	Credits	Grade	Points	Institution	Sem-Yr

Total Credits: \_\_\_\_\_ Total Points: \_\_\_\_\_

Geography Content Area GPA: \_\_\_\_\_

(Add total credits and total points in this section to the content areas totals for Government and Citizenship, and History, in order to calculate your Social Science GPA in the Content Area GPA Calculations on the "Academic Breakdown Summary" page.)

Life/Work Experience

Applicant Name:

Date:

Government and Citizenship

Academic Coursework

Government and Citizenship Course Titles	Credits	Grade	Points	Institution	Sem-Yr

Total Credits: \_\_\_\_\_ Total Points: \_\_\_\_\_

Government and Citizenship Content Area GPA: \_\_\_\_\_

(Add total credits and total points in this section to the content areas totals for Geography, and History, in order to calculate your Social Science GPA in the Content Area GPA Calculations on the "Academic Breakdown Summary" page.)

Life/Work Experience

**Applicant Name:**

**Date:**

**History**

**Academic Coursework**

History Course Titles	Credits	Grade	Points	Institution	Sem-Yr

**Total Credits:** \_\_\_\_\_ **Total Points:** \_\_\_\_\_

**History Content Area GPA:** \_\_\_\_\_

(Add total credits and total points in this section to the content areas totals for Geography and Government and Citizenship, in order to calculate your Social Science GPA in the Content Area GPA Calculations on the "Academic Breakdown Summary" page.)

**Life/Work Experience**

**Applicant Name:**

**Date:**

**Skills for a Healthy Life**

**Academic Coursework**

Skills for a Healthy Life Course Titles	Credits	Grade	Points	Institution	Sem-Yr

**Total Credits:** \_\_\_\_\_ **Total Points:** \_\_\_\_\_

**Skills for a Healthy Life Content Area GPA:** \_\_\_\_\_

**Life/Work Experience**

Applicant Name:

Date:

Arts

Academic Coursework

Art Course Titles	Credits	Grade	Points	Institution	Sem-Yr

Total Credits: \_\_\_\_\_ Total Points: \_\_\_\_\_

Art Content Area GPA: \_\_\_\_\_

Life/Work Experience

Applicant Name:

Date:

World Languages

Academic Coursework

World Languages Course Titles	Credits	Grade	Points	Institution	Sem-Yr

Total Credits: \_\_\_\_\_ Total Points: \_\_\_\_\_

World Language Content Area GPA: \_\_\_\_\_

Life/Work Experience

Applicant Name:

Date:

Technology

Academic Coursework

Technology Course Titles	Credits	Grade	Points	Institution	Sem-Yr

Total Credits: \_\_\_\_\_ Total Points: \_\_\_\_\_

Technology Content Area GPA: \_\_\_\_\_

Life/Work Experience



# Education Coursework Sheet

**Please put all education courses here. Be sure to include all education courses completed at other universities.**

## Education Coursework

[illegible]

**Total Credits: \_\_\_\_\_ Total Points: \_\_\_\_\_**

**Date:**

**If additional space is needed to list additional courses taken in any of the ten content areas, please use this page.** If you list any courses in this section, be sure to include them in the calculation of your GPA for that particular category's content area GPA in the previous pages. Also, if you have additional content area courses for several categories, please group them together on this sheet.

Additional Content Area Course Titles	Credits	Grade	Points	Institution	Sem-Yr
CONTENT AREA: _____					
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Total Credits: _____	Total Points: _____				

[illegible]

**Applicant Name:**

**Date:**

## **Summary of Required BAE Fieldwork Experiences**

**Give the name of the school or the location where you completed the required fieldwork component of each of the following courses. Include any comments that will help describe your experiences.**

**ED 110 Becoming a Teacher in the 21<sup>st</sup> Century**

**School:**

**Grade level:**

**ED 201 Introduction to Education**

**School:**

**Teacher:**

**Grade level:**

**ED 204 Literature for Children**

**School:**

**Teacher:**

**Grade level:**

**ED 344 Foundations of Literacy Development**

**School:**

**Teacher:**

**Grade level:**

**ED 350 Communications in Cross Cultural Classrooms**

**OR ANS/ED 420 Alaska Native Education OR ANS/ED 461 Native Ways of Knowing**

**School:**

**Teacher:**

**Grade level:**

**EDSE 316 Intro to Special ED for Elementary Classroom Teachers**

**School:**

**Teacher:**

**Grade level:**

**EDSE 320 Adapting and Accommodating Instructions for Students with Disabilities**

**School:**

**Teacher:**

**Grade level:**

## Teaching/Learning Experiences

### **Evidence of Successful Teaching/Learning Experience(s):**

Please provide a brief description or listing of any experiences you have had in teaching/learning contexts. These can be informal, paid, or volunteer responsibilities that you have had. They may include responsibilities as a volunteer in school activities, coaching, tutoring, working with youth groups, working with community agencies, etc.

**DESCRIPTION OF TEACHING/LEARNING EXPERIENCES**

**DATES**

## Cross-Cultural Experience(s)

### **Evidence of Successful Cross-Cultural Experience(s):**

Please provide a brief description of experiences you have had in cross-cultural settings. We are interested in knowing when and where you have had opportunities to work with people who come from cultural, linguistic and ethnic backgrounds different from your own.

### **DESCRIPTION OF CROSS-CULTURAL CONTEXT**

(e.g. living in another country, working with children and/or adults from back-grounds different than your own)

### **DATES**

**Applicant Name:**

**Date:**

## Technology Competency Form

**Most commonly used platform (circle one)**

PC

Macintosh

Other (specify)

**What type of laptop computer will you be using during your internship year?**

PC

Macintosh

**Does your computer meet all of the SOE specifications? (For specifications see [www.uaf.edu/educ/technology](http://www.uaf.edu/educ/technology))**

Yes

No

**Do you have experience sending attachments in e-mail and downloading them from e-mail?**

Yes

No

**Directions:** ALL applicants (both distance and in person) please complete below. For each area of technology, answer the questions posed (sometimes multiple so read carefully), and where applicable describe your experiences. List any applications you have used. We want to understand your knowledge level for each category.

**Basic Computer Functions:** *Do you have a working camera and microphone on your computer or one that can be attached to your computer?*

**Internet Connectivity:** *Do you have Internet access at home? If yes, how fast (dial-up, high-speed) and is it reliable? Will you be able to do Internet related tasks (downloading documents, emailing, etc.) from home or only at school? Can you watch streaming video at home with minimal buffering/choppiness?*

**Google:** *What is your experience with Google docs, Google Drive, Google Mail, +Google, etc.? Your @alaska.edu email—which will be your primary email during your internship year—is a Google email so you will have access to Google mail functions.*

**Skype:** *Do you have Skype on your computer? Have you used it? If so, how extensively? Can you Skype from home? What is your Skype username? If you do not have Skype and a username, please set up an account and send your username to the School of Ed as soon as possible.*

**Word Processing:** *What word processing program will you be using during your internship year?*

**Blackboard:** *Have you ever used Blackboard? If so, what features have you used (discussion boards, downloading documents, assignments function, etc.)?*

**Presentation Software:** *What presentation software (Prezi, PowerPoint, Keynote, etc.) have you used? Do you know how to imbed photos and/or video in a presentation?*

**Digital Cameras, Digital Videos, and Scanners:** *Do you have access to a digital camera, video camera, and/or scanner? Are you familiar with their operation? Can you download and email digital photos?*

**Blackboard Collaborate (formerly eLive):** *Have you ever used this before? If so, how extensively?*

**iPad/iPhone/iPod:** *Do you have experience with any of these? What have you used it/them for? Do you own them?*

**Photo storage software/online applications:** *Have you used photo storage/sharing software/applications (iPhoto, Picasa, Flickr, Photobucket, etc.)?*

**Other:** *Is there anything you would like us to know about your use and knowledge of technology? Any limitations?*

**Directions:** Those planning to complete their internship year at a site other than Fairbanks please proceed to the section below. Those completing their internship year in Fairbanks, please disregard the following questions.

**Location:** *Will you be attending class from home, school, or some other location?*

**Phone:** *Most internship courses require that you be on both the internet and phone simultaneously during classes. Is it more likely that you will be able to be on both modes from home, from school, or from elsewhere in your community? Please initial here that you understand this is a requirement: \_\_\_\_\_.*

**Video Conference Equipment:** *Do you have access to video conferencing equipment in your school or community?*

**Skype:** *Please note you will need to use Skype for liaison supervision and possibly for meetings with faculty. We also like to use Skype during the application process for the interview phase of application review. What is your username? If you do not have a Skype account, please create one and send your username to the School of Ed as soon as possible.*

**Other Info:** *Are there specific strategies/methods/delivery tools that make distance learning easier for you?*





University of Alaska Fairbanks  
School of Education, Elementary Program  
P.O. Box 756480  
Fairbanks, AK 99775-6480

## **LETTER OF RECOMMENDATION FOR ADMISSION TO THE ELEMENTARY TEACHER EDUCATION INTERNSHIP/STUDENT TEACHING YEAR**

Student applicant, \_\_\_\_\_, is applying for admission to the Internship Year of the UAF Bachelor of Arts in Elementary Education program.

All students who are applying for admission to the professional/internship year are required to submit two letters of recommendation. Letters should come from people who have direct knowledge of the applicant's professional competencies and potential and, when possible, should be submitted on letterhead paper. No letter of recommendation should be prepared by a member of the applicant's family. As part of the student's application portfolio, students will have access to this letter.

Please think about and address this applicant's strengths in as many of the following areas as possible.

- Professional work ethic (e.g., reliability, dependability, promptness)
- Ability to interact respectfully with others
- Ability to work with youth
- Commitment to learning and growing
- Expressed desire to become a teacher
- Willingness to take responsibility for his/her own actions and work
- Character

Please be sure to include the following information:

- Relationship with the applicant
- Length of time you have known the applicant
- Your role/title or official position
- Name of your organization, if applicable (business, church, school, community)

**Please send your letter to Jann Laiti by e-mail, fax or postal service by February 1<sup>st</sup>.**

**E-Mail:** [jmlaiti@alaska.edu](mailto:jmlaiti@alaska.edu)

**Fax:** 907-474-5451 (attention: Jann)

**Mail:** UAF School of Education  
Attn: Jann Laiti  
PO Box 756480  
Fairbanks, AK 99775-6480