TEACHING INTERNSHIP APPLICATION PACKET
v. October 2014

Due Date for fall 2015 Internships:

April 1, 2015 – Application Reviewed and Signed by both Candidate and Advisor

Please note that many of the required documents must be signed by the candidate and his/her advisor. A candidate must make arrangements in advance with the advisor to review the packet and obtain the necessary signatures. The candidate should submit the completed packet to the advisor. Partially completed packets will not be accepted. A late packet may result in the candidate not being approved for enrollment in the following semester’s internship.

TRINITY UNIVERSITY
SCHOOL OF EDUCATION
125 MICHIGAN AVENUE, NE
WASHINGTON, DC 20017

202 884-9555 office
INSTRUCTIONS FOR COMPLETING THE TEACHING INTERNSHIP
APPLICATION PACKET

Welcome to this next stage of your degree program and accomplishments!

Deadlines: All candidates in teacher education programs must successfully complete an internship as a requirement for program completion. In order to be approved for an internship, candidates must submit a completed Teaching Internship Application Packet by October 21st 2014 for an internship in the following Spring 2015 semester.

Concurrent Enrollment: Candidates enrolling in the internship must also enroll in EDTE 689, the three-credit-hour seminar that accompanies the internship.

Prerequisites: Prior to being approved for the internship and seminar, candidates in Early Childhood or Elementary Education must have qualifying scores on the Internship Readiness Assessment; candidates in Secondary English, Secondary Social Studies, Special Education, or Teaching of English to Speakers of Other Languages (TESOL) must have qualifying scores on the Comprehensive Examination.

Candidates must have successfully completed all General Education Requirements.

Candidates must have successfully completed all program core and specialization courses, with grades as required in the catalog and School of Education policies.

Next Steps: Once the Application Packet is complete, your advisor will review potential placement sites. Once all prerequisites are met, the placement site will be determined/approved.

Packet Contents:
A completed Internship Application Packet includes:
  1. A completed Internship Application Form (pages 3-8, including Appendix A Criminal History Disclosure Statement and Appendix B Current Resume)
  2. A completed General Education Worksheet
  3. A completed Program of Study
  4. TB test results, which may be submitted within four weeks after Application Packet is submitted (see page 5)
  5. If the candidate is not employed or previously cleared by the school district in which the candidate will fulfill the internship, the candidate will need a national background check. An FBI/National Criminal History Background Check may be submitted within four weeks after the Application Packet is submitted. (See page 5.) Information on how to obtain this background check is available in the EDU hall (Trinity Main Building 3rd floor).
  6. Indication of Liability Insurance coverage (if employed, by School). If the candidate is not covered by their school, information on how to obtain coverage is available in the EDU hall (Trinity Main Building 3rd floor). Forrest T. Jones and Company www.ftj.com and many Professional Associations, such as the International Reading Association and others, offer liability insurance for interns (student teachers).
Please note that many of the required documents must be signed by the candidate and his/her advisor. A candidate must make arrangements in advance with the advisor to review the packet and obtain the necessary signatures. The candidate should submit the completed packet to the advisor. Partially completed packets will not be accepted. A late packet may result in the candidate not being approved for enrollment in the following semester’s internship.

**Internship Location:** Trinity University makes all internship placements. Your advisor will seek candidate input regarding preferences and consider factors such as travel time. However, placements are finalized on the basis of school need, teacher and classroom availability, the professional development needs of the candidate, and guidelines and requirements set by accreditation and licensure bodies.

If a candidate seeks to complete the internship in his/her place of employment, your advisor will research whether such a placement meets certification and program guidelines. In addition, if a candidate seeks to complete the internship at her/his place of employment, but was not employed in the same position/grade level and at the same location at the time this application packet was submitted, the candidate must immediately inform the advisor and provide the necessary information for the placement to be research and approved. If this information is not provided in a timely manner, and/or the placement is not approved, the candidate may be placed in a school with an appropriate internship slot, as available.

Please contact your advisor with questions about the Teaching Internship packet.
Teacher Internship Application

Candidate Contact Information

Candidate Name: ____________________________________________

Telephone #: ____________________________________________

E-mail Address: ____________________________________________

Social Security #: ____________________________________________

Anticipated Graduation Date: ________________________________

Anticipated Semester for Internship: ____________________________

Major

_____ Early Childhood Education  _____ Secondary Education Social Studies

_____ Elementary Education  _____ Special Education

_____ Secondary Education English  _____ TESOL

Internship Readiness Assessment/Comprehensive Examination:

If not yet taken or successfully completed, scheduled date: _______________

Date Successfully Completed: _________________________________

Notes:
Licensure Examinations

Note: See the OSSE website for up-to-date information and also the dates through which older examinations previously taken will be accepted!

### Test Scores Required for Admission to EDU: Please indicate the test type, passing scores, and dates that passing scores were achieved. Circle the test type.

<table>
<thead>
<tr>
<th>Praxis I, SAT, ACT or GRE</th>
<th>Score (Date Achieved)</th>
<th>Praxis I or GRE</th>
<th>Score (Date Achieved)</th>
<th>Praxis I, SAT, ACT or GRE</th>
<th>Score (Date Achieved)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading: _______</td>
<td>(                    )</td>
<td>Writing: _______</td>
<td>(                    )</td>
<td>Math: ________</td>
<td>(                    )</td>
</tr>
</tbody>
</table>

### Test Scores Required for Licensure but Optional Prior to Internship: PRAXIS II SUBJECT ASSESSMENTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Test Name</th>
<th>Code</th>
<th>Req’d Score</th>
<th>Your Score</th>
<th>Date Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood (PreK – 3)</td>
<td>Content Knowledge</td>
<td>0022 / 5022</td>
<td>165</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Principles of Learning and Teaching: Early Childhood</td>
<td>0621/ 5621</td>
<td>157</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Elementary (1-6)          | **NEW** Elementary Education Multiple Subjects and the pedagogy exam First-time test takers: (0031/5031)
- The first time you sit for this content knowledge exam, use the **0031 or 5031 code**. Must meet minimum scores in the required score column for each subject area subtest. |  |  |  |  |
|                          | **Sub-test codes for retakes only** – use the codes below to retake one or more subtest(s) to achieve the minimum score(s):
- Reading/Language Arts (5032)
- Mathematics (5033)
- Social Studies (5034)
- Science (5035) |  |  |  |  |
<p>|                          | <strong>Pedagogy:</strong> Principles of Learning &amp; Teaching: Grades K-6 (0622/5622) |  |  |  |  |</p>
<table>
<thead>
<tr>
<th>Secondary English (7-12)</th>
<th><em>NEW</em> Content Knowledge (5038)</th>
<th>167</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Principles of Learning &amp; Teaching: Grades 7-12 (0624/5624)</td>
<td>157</td>
</tr>
<tr>
<td>Secondary Social Studies (7-12)</td>
<td>Content Knowledge (0081/5081)</td>
<td>155</td>
</tr>
<tr>
<td></td>
<td>Principles of Learning &amp; Teaching: Grades 7-12 (0624/5624)</td>
<td>157</td>
</tr>
<tr>
<td>Special Education: Non-Categorical (K-12)</td>
<td>Core Knowledge &amp; Applications (0354/5354)</td>
<td>0354 / 5354</td>
</tr>
<tr>
<td></td>
<td>Principles of Learning &amp; Teaching**</td>
<td></td>
</tr>
<tr>
<td>TESOL (K – 12)</td>
<td>English to Speakers of Other Languages (0361)</td>
<td>141</td>
</tr>
<tr>
<td></td>
<td>Principles of Learning &amp; Teaching**</td>
<td></td>
</tr>
</tbody>
</table>

**For K-12 Licensure Areas (except foreign language), applicants must successfully pass ONE of the Principles of Learning and Teaching (PLT) exams that most closely matches grades levels to be/being taught. The PLT exams and passing scores are as listed on the OSSE Website:

<table>
<thead>
<tr>
<th>Exam</th>
<th>Exam Code</th>
<th>Passing Score</th>
<th>Previous Exam Code</th>
<th>Passing Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Learning &amp; Teaching: Early Childhood</td>
<td>0621/5621</td>
<td>157</td>
<td>0521</td>
<td>169</td>
</tr>
<tr>
<td>Principles of Learning &amp; Teaching: Grades K-6</td>
<td>0622/5622</td>
<td>160</td>
<td>0522</td>
<td>168</td>
</tr>
<tr>
<td>Principles of Learning &amp; Teaching: Grades 5-9</td>
<td>0623/5623</td>
<td>160</td>
<td>0523</td>
<td>165</td>
</tr>
<tr>
<td>Principles of Learning &amp; Teaching: Grades 7-12</td>
<td>0624/5624</td>
<td>157</td>
<td>0524</td>
<td>162</td>
</tr>
</tbody>
</table>
**General Education Requirements**

General Education Requirements must be completed prior to teacher internship. **Attach a current copy of the candidate’s general education worksheet.** Signature and date from both the applicant and advisor are required. If the candidate has not completed all prerequisites, the internship will be delayed until proof of completion is provided.

For any prerequisite courses marked Not Completed, please indicate the courses needed and the expected completion date on the following table.

<table>
<thead>
<tr>
<th>Prerequisite Courses</th>
<th>Courses Needed</th>
<th>Anticipated semester of completion</th>
<th>Additional notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Courses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educational Methods Courses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secondary Education Subject Area Courses</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**School Requirements (prior to beginning the placement)**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tine test or chest x-ray</td>
<td>_____ (Copy should be attached.)</td>
</tr>
<tr>
<td>School districts will require a current arrest and criminal history record</td>
<td>____ I am currently employed and have completed the necessary background check by</td>
</tr>
<tr>
<td>before allowing candidates to intern in schools. Costs of such background</td>
<td>________________ (name of school district)</td>
</tr>
<tr>
<td>checks are incurred by candidates.</td>
<td>effective ____________ (date)</td>
</tr>
<tr>
<td>____ I have initiated a Federal criminal background check on ____________ (date) and will submit a copy to EDU</td>
<td></td>
</tr>
<tr>
<td>If you are not the Teacher of Record, you must provide evidence of personal</td>
<td>____ My school provides liability coverage</td>
</tr>
<tr>
<td>liability insurance. Information is available in the EDU hall (Trinity Main Building 3rd floor) or see <a href="http://www.ftj.com/EDUC-ProLiability.com">www.ftj.com/EDUC-ProLiability.com</a></td>
<td>____ I am applying for liability insurance and will submit a copy to EDU</td>
</tr>
</tbody>
</table>
**Internship Site Preference**

If you are currently employed as a teacher and seek to complete your internship in your place of employment, please complete the following.

School Name: ________________________________

School Address: ________________________________

___________________________________________

___________________________________________

School Telephone #: ________________________________

Principal: ________________________________

Principal Telephone #: ________________________________

Principal E-mail: ________________________________

Please detail the subject(s) and grade level that you currently teach: ________________________________

_________________________________________________________________

**Internship Location Preferences:**

If you are not currently employed as a teacher in your subject area and seek a placement, please complete the following.

Preferred
County: _________________________ State: ___________________ Grade: _____________

Do you have your own transportation? ________________

Other notes, comments re: location preferences_________________________________________

**I certify that the information contained in this application is accurate.**

<table>
<thead>
<tr>
<th>Candidate Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>
This Criminal History Disclosure Statement is required and is a condition of your student teaching assignment.

Have you been convicted of a crime (excluding non-jailable traffic offense)?

[ ] YES [ ] NO

Have you received a disposition of probation before judgment for a crime (excluding non-jailable traffic offense)?

[ ] YES [ ] NO

Have you received a disposition of not criminally responsible for a crime (excluding non-jailable traffic offense)?

[ ] YES [ ] NO

If you answered “YES” to any of the above questions, explain in detail the specifics of the conviction(s) and/or disposition(s):

________________________________________________________________________

________________________________________________________________________

Are you the subject of pending criminal charges (excluding non-jailable traffic offense)?

[ ] YES [ ] NO

If you answered “YES” to any of the above questions, explain in detail the specifics of the pending charge(s):

________________________________________________________________________

________________________________________________________________________

I DO SOLEMNLY DECLARE OR AFFIRM UNDER THE PENALITES OF PERJURY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND THAT I AM THE APPLICANT WHOSE SIGNATURE APPEARS BELOW. I UNDERSTAND THAT MISREPRESENTATION AND/OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL AND THAT FAILURE TO DISCLOSE THE ABOVE INFORMATION CONSTITUTES PERJURY.

Date: _______________ Signature of Applicant: ________________________________

Name: ____________________________________________________________(Please Print)
Appendix B: Resume Format

Please use the following resume format as a guide in writing your resume. Note that your resume may be sent to your teaching internship placement site as part of the confirmation of your assignment.

NAME

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>City, State, Zip</td>
<td>E-mail Address</td>
</tr>
</tbody>
</table>

Employment Goal: To secure a position as a ………………….

BE SURE TO INCLUDE THE FOLLOWING INFORMATION, AS APPLICABLE, LISTING THE MOST RECENT ACTIVITY FIRST AND WORKING BACKWARDS

EDUCATION

EMPLOYMENT

HONORS

PROFESSIONAL EXPERIENCES

OTHER EXPERIENCES

CONFERENCES AND WORKSHOPS

PROFESSIONAL ORGANIZATIONS

SERVICE ORGANIZATIONS