

## Requirements for Completing the Internship Application

**Please read the following before completing your application. Be sure to retain this document for your records.**

1. Submit Internship Application and Intern Profile Sheet to the Office of Teacher Education Services (Wills 207) **on September 10th for Spring Interns and February 1st for Fall Interns**. Late applications may result in a delayed internship.
2. Submit all intern documents (test score reports, TB test results, etc.) to the Office of Teacher Education Services (Wills 207) by the deadline listed below:
  - August 1<sup>st</sup> for Fall Internships and November 1<sup>st</sup> for Spring Internships

Candidates will be notified by letter of their eligibility for internship. All interns, including employed interns, are required to attend the Initial Internship Seminar held on the first day of classes. Information regarding the seminar will be announced closer to the seminar date. Note: Students will not, for any reason, be allowed to take any coursework with internship except EDI 499 or EDI 599.

<b>Internship Eligibility</b>	
<b>Undergraduate Studies</b>	<b>Graduate Studies</b>
<ul style="list-style-type: none"> <li>*Admission to the Teacher Education Program (TEP)</li> <li>*Completion of professional studies coursework and teaching field coursework</li> <li>*Attainment of a grade of “C” or higher in teaching field courses and professional studies courses</li> <li>*Minimum 2.75 GPA in teaching field(s), professional studies, and in total institution (overall)</li> <li>*Satisfactory completion of field experience hours and key assessments</li> <li>*Satisfactory Disposition ratings by Education faculty</li> <li>*Successful completion of Praxis II tests prior to internship</li> <li>*A negative TB test no older than 12 months from the date the internship begins</li> <li>*Fingerprint/Background Clearance</li> </ul>	<ul style="list-style-type: none"> <li>*Admission to graduate studies</li> <li>*Admission to the Teacher Education Program (TEP)</li> <li>*Completion of appropriate courses (see TEP Handbook): Elementary, Collaborative K-6, Collaborative 6-12, and Education of the Deaf and Hard of Hearing must complete all professional studies coursework (excluding internship) and teaching field coursework prior to the internship. Any variations from this requirement will require approval from the dean.</li> <li>*Attainment of 3.25 overall GPA throughout the graduate program</li> <li>*Satisfactory completion of field experience hours and key assessments</li> <li>*Satisfactory Disposition ratings by Education faculty</li> <li>*Negative TB test no older than 12 months from the date the internship begins</li> <li>*Fingerprint/Background Clearance</li> </ul>