

Requirements for Completing the Internship Application (2022-2023)

Please read the following before completing your application.

Submit in person or email celliso6@montevallo.edu the Internship Application to the Office of Teacher Education Services (Wills 207) by Spring – September 1st and Fall – February 1st. **Late applications may result in a delayed internship.**

Submit all internship paperwork including TB test results to the Office of Teacher Education Services by the deadline listed below:

- December 9, 2022 for Spring Internships
- August 4, 2023 for Fall 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/Orientation held on the first day of classes. Information regarding the seminar will be announced closer to the seminar date.

Internship Eligibility	
Undergraduate	Graduate
<ul style="list-style-type: none"> • Admission to the Teacher Education Program (TEP) • Completion of professional studies coursework and teaching field coursework • Attainment of a grade of “C” or higher in teaching field courses and professional studies courses • Minimum 2.75 GPA in teaching field(s), professional studies, and total institution (overall) • Satisfactory completion of field experience hours and key assessments • Satisfactory disposition ratings by Education faculty • Completion of all required Praxis tests • A negative TB test no older than 12 months from the date the internship begins • Fingerprint/Background Clearance 	<ul style="list-style-type: none"> • Admission to Graduate Studies • Admission to the Teacher Education Program (TEP) • Completion of all professional studies coursework and teaching field coursework. Any variations from this requirement will require approval from the Dean. • 3.25 institutional GPA throughout the graduate program • Satisfactory completion of field experience hours and key assessments • Satisfactory disposition ratings by Education faculty • Negative TB test no older than 12 months from the date the internship begins • Fingerprint/Background Clearance

TUBERCULOSIS (TB) TESTING

(These results **must not** be older than 1 year from the time internship begins.)

Locations	Telephone Number	Address
UM Student Health Services (The cost is \$5.00 per student. Please call and make two (2) appointments – one for the test and the second appointment to read the skin test results.)	205-665-6275	University of Montevallo East Main Hall, 1 st Floor
Bibb County Health Department	205-926-9702	281 Alexander Avenue Centreville, AL 35042
Chilton County Health Department	205-755-1287	301 Health Center Drive Clanton, AL 35045
Jefferson County Health Department	205-933-9110	1400 6 th Avenue South Birmingham, AL 35233
Shelby County Health Department	205-664-2470	2000 County Services Drive Pelham, AL 35124
Tuscaloosa County Health Department	205-562-6900	2350 Hargrove Road East Tuscaloosa, AL 35405
You may contact your private physician		

IMPORTANT INFORMATION:

For health departments call for an appointment at least two weeks in advance as appointments may be necessary.

You will need to take an ID with you.

Procedure (two visits required): **Please keep in mind the skin test will need to be read two days after the initial visit. This is important when scheduling the appointment and considering the weekend.** On the day of the appointment a skin surface test is administered. You will be instructed to return to the office two days after the initial visit. Upon your return, the skin will be viewed and the results will be discussed with you and presented to you in writing on a card. A copy of the form or card must be submitted to the office of Teacher Education Services.

If your TB results read positive then we will need a letter from the physician stating that you have been treated and/or are not contagious.

**PLEASE REMEMBER TO KEEP THE RESULTS FOR YOUR PERSONAL RECORDS
BEFORE TURNING IN TO THE TES OFFICE!**

You will need a copy for employment after graduation.