NAME _____ STUDENT ID # _____

☐ Seeking a degree in Education (B.S. Ed, Early Childhood, Special Education, Music Ed)

☐ Certification only (have or are seeking a degree in another field and getting certified to teach that subject) For example, you have (or will have) a B.S. Biology but are also taking courses to be certified to teach.

UNIVERSITY OF IDAHO
COLLEGE OF EDUCATION
TEACHING INTERNSHIP APPLICATION/PLACEMENT REQUEST

GENERAL INFORMATION

Your application for your teaching internship (student teaching) is submitted two semesters prior to the semester when you want to begin your internship. This is to verify that all of your requirements are met prior to student teaching. We are unable to process your internship application until you are fully admitted to teacher education. Early in the semester immediately prior to the internship semester you will have an interview with the placement person for the area you have selected. Sometime before the end of that semester, you should receive specific information regarding your placement.

Please complete the form and then print the following:

- "Prior Certification Irregularities or Legal Convictions" form
- "Requirements for Internship Placement" form (Needs Advisor's signature)
- "Agreement for Internship Placement Process" form
- "Justification for Placement in Moscow/Lewiston or Out of State" (If applicable)
- "Prior Certification irregularities or Legal Convictions" (If applicable)
- "Teaching Internship Placements Request" form
- "Personal Data Sheet"
- "Autobiographical Sketch"

In addition to completing your application:

Have your advisor or department representative review your degree audit with you and sign the "Requirements for Internship Placement" form. Indicate on the requirements form when you will register for any remaining classes.

If you are a "Certification Only" student and you do not have a VandalWeb degree audit, complete one (1) copy of your degree checklist(s) for your teaching major(s) and minor(s) and submit them to Tammy Bowen in the College of Education, ED 210.

The application will be sent to school officials, prospective mentor teachers, and the supervisors to whom you are assigned. Prepare your materials carefully and professionally. Do not write by hand. Keep a copy for your own records; the information will help you complete your graduation and certification packets. Applicants are responsible for completing all portions of the application, including signing pages that require a signature and securing the signature of their advisor.

SUBMIT COMPLETED APPLICATIONS TO THE STUDENT SERVICES CENTER (ED 209).

Due by 5:00 p.m. Thursday, November 7, 2013, if you wish to intern in Fall 2014.

Prior Certification Irregularities or Legal Convictions:

The application requires each applicant to respond to five (5) questions about prior certification irregularities or legal convictions (other than minor traffic violations).

1. Have you ever had a teacher certificate revoked, suspended, denied, or have you ever voluntarily relinquished a teaching certificate to avoid revocation proceedings in Idaho or any other state? (see NOTE 1 below) Check one ☐YES ☐NO

2. Is there any action pending against your certificate or your application in Idaho or any other state? (see NOTE 1 below) Check one ☐YES ☐NO

3. Have you ever been arrested for any felony or misdemeanor in Idaho or any other state, federal or military court? (Do not include convictions for minor traffic violations.) (see NOTE 1 below) Check one ☐YES ☐NO

4. If you answered yes to questions 1, 2 or 3 above, have you ever been convicted of any felony or misdemeanor in Idaho or any other state, federal or military court? (Do not include convictions for minor traffic violations.) (see NOTE 1 and NOTE 2 below) Check one ☐YES ☐NO

5. If you answered yes to 1, 2 or 3 above, did the revocation/suspension/denial, action or arrest take place in the last 5 years? (see NOTE 1 and NOTE 2 below) Check one ☐YES ☐NO

6. Are you currently under investigation, on probation or facing pending criminal charges in Idaho or any other state? (see NOTE 1 below) Check one ☐YES ☐NO

NOTE: 1

If the answer is **YES** to any of the questions above, the following applies:
1) A personal written explanation must accompany this application;
2) If your misdemeanor conviction is less than five (5) years old, relevant court documents must accompany this application;
3) All felony convictions require relevant documents from the arresting law enforcement agency and the court that oversaw the final disposition.

NOTE: 2

For the purpose of question 4 above, conviction means:
1) All instances in which a plea of guilty or nolo contendere is the basis of conviction;
2) All proceedings in which a sentence has been suspended, deferred, or withheld; and,
3) All proceedings in which the prosecution was deferred.

IMPORTANT: FAILURE TO ANSWER THE ABOVE QUESTIONS COULD RESULT IN DENIAL OF A CERTIFICATE, REVOCATION OR SUSPENSION OF AN EXISTING CERTIFICATE.

I attest and affirm that I have read the *Code of Ethics for Idaho Professional Educators*. (For a copy of the Code of Ethics, go to **www.sde.idaho.gov/site/teacher_certification**.)

I attest and affirm that all statements made by me on this application are true and correct to the best of my knowledge.

I understand that penalties, which may include revocation, suspensions, denial, or conditions, will be imposed under Section 33-1208, Idaho Code, for making any false statement(s) on this application or required documents.

Signature of Applicant _____ Date _____

NAME _____ STUDENT ID # _____

REQUIREMENTS FOR INTERNSHIP PLACEMENT

The following assessments must be passed to meet the criteria to be considered a "Highly Qualified" teacher candidate/intern which is required by federal law. All passing scores must be on file in the Undergraduate Programs & Certification Office, ED 210, College of Education prior to the start of your Internship.

A. **You must pass the Praxis II in all areas in which you will be getting certified. We will not begin to find you a student teaching placement if you have not passed all of the Praxis exams required for certification.**

NOTE: While Praxis exams are given during the semester prior to you beginning your internship, failure to post a passing score before the start of Spring Semester 2014 (January 15) may delay your student teaching placement. Scores take approximately 3-4 weeks to get to the office after taking the test.

Name of Praxis: _____

Date Taken/Scheduled: _____

Name of Praxis: _____

Date Taken/Scheduled: _____

Name of Praxis: _____

Date Taken/Scheduled: _____

Name of Praxis: _____

Date Taken/Scheduled: _____

Name of Praxis: _____

Date Taken/Scheduled: _____

NAME _____ STUDENT ID # _____

REMAINING COURSEWORK

List any courses that you have not taken and are necessary to fulfill your degree audit. Indicate how and when you will fulfill those requirements. For example, "taking course Spring 2014", "independent study Summer 2014", "will submit waiver", etc. You do not need to include your internship on the list of remaining coursework.
If you plan on taking any coursework during your internship other than EDCI 466 or your internship seminar (such as EDCI 401), you must get prior written permission from your department chairperson.
Submit requests in writing to Tammy Bowen prior to beginning your internship.

COURSE NUMBER	METHOD (on campus class, waiver, online)	SEMESTER

NOTE: Signing here indicates that the student's degree audit has been reviewed and that all coursework and requirements for student teaching will be met by the beginning of Fall Semester 2014.

Reviewed and approved by:

_____ _____
(College of Education Advisor) (Date)

_____
(Please print or type advisor's name)

NAME _____ STUDENT ID # _____

AGREEMENT FOR INTERNSHIP PLACEMENT PROCESS

I confirm the accuracy of all information in this application and understand this information will be used in securing a student teaching placement. By signing below, I understand and agree to the following:

1) I will follow University of Idaho's College of Education student teaching placement and registration policies and procedures. Failure to follow these conditions may result in a denial of admission to student teaching/internship.

2) I attest and affirm that I have read the Code of Ethics for Idaho Professional Educators. (For a copy of the Code of Ethics, refer to the Code of Ethics link located on the following website: (http://www.sde.idaho.gov/site/teacher_certification/code_ethics.htm).

3) The information submitted with this application, as well as current academic records and the information reported in the background check, may be shared with student teaching sites as part of the process of arranging placement in an internship.

4) Schools may use additional internal procedures such as interviews, internet searches, or character questionnaires to determine acceptance of a placement request.

5) Placement is dependent on acceptance by a school and I am not guaranteed a placement.

6) I am aware that while I may request a school and a teacher, I am not to work on my own placement or contact a teacher I know to ask them to host me for my internship. Failure to follow this guideline will result in review of my placement request and possible movement to another program area for placement.

7) I understand the College will do the best to place me in my preferred location, but that I may be assigned to a different program location.

8) I am aware that students are not usually placed in schools where a family member works or attends school. Exceptions are made only with permission of both the building principal and Internship Coordinator.

9) I acknowledge the program requirements and guidelines for internship placement and will keep the College of Education informed of changes in my address, phone number, and information regarding my request for placement.

10) I understand that the dates for internship are dependent on the school that I am placed with and do not necessarily coincide with the University calendar. Vacations such as Thanksgiving and spring break will be taken with the school district calendar. I understand that I may be required to complete my internship after my graduation date.

11) I am aware that I am not an employee of the school district and not covered by workman's compensation insurance. I am responsible for having my own medical insurance coverage and costs if I am injured.

_____ _____

Student Signature Date

NAME _____ STUDENT ID # _____

Semester(s) you will intern: Fall _____ Spring _____

TEACHING INTERNSHIP PLACEMENT REQUEST

As you plan for the teaching internship, there are a number of factors that will affect your placement. The teaching internship is a supervised experience. Therefore, most interns will be placed in one of our three primary areas of Boise, Coeur d'Alene, and Moscow. Placements in the school districts within commuting distance of each center are made based on the willingness of school personnel to accept interns. Many schools limit the number of teaching internship placements in a building or how often a specific mentor teacher may accept interns. An interview may be required prior to acceptance. Complete the following information to assist us in making your placement. The internship coordinator reserves the right to not place students out of state if they have reason to believe that the student may need additional support due to poor academic or practicum performance.

Rank the areas below from 1 to 4 (with 1 being your most preferred). If you indicate the "Moscow/Lewiston" or "Out of State" area as your first choice, use the space provide on page 8 of this form to explain your reasons for requesting the placement.

TEACHING AREA REQUEST

_____	Moscow/Lewiston	This area includes all districts from Plummer-Worley to Riggins.
_____	Coeur d'Alene/N. Idaho	This area includes all districts north of Plummer-Worley in Idaho.
_____	Boise/Southern Idaho	This area includes all districts from Riggins south including southwest and southeast Idaho.
_____	Other*	This is for all out-of-state (including Washington) placements.

*If requesting an out-of-state placement, please include the following contact information for your placement.

_____ _____ _____
Contact Name *School* *Phone #*

_____ _____ _____ _____
Address *City* *State* *Zip*

Note: Out-of-state placements require approval of the Internship Coordinator and payment of additional supervision costs (often $250.00-$1,000.00) by the student.

PLACEMENT REQUEST

If you wish to request a specific school building, please indicate (*please remember this is just a request and may not be able to be honored*).

School _____ School _____

At what grade level(s) and/or subject area do you want to teach? Please indicate below.

Elementary *Specify grade level(s):* _____

Junior High *Specify subject(s):* _____

Senior High *Specify subject(s):* _____

UNIVERSITY OF IDAHO
College of Education
Personal Data Sheet

_____
Last Name *First Name* *Middle Initial* *Student ID#*

Address (Permanent) _____
Street *City* *State* *Zip*

Address (Local) _____
Street *City* *State* *Zip*

Telephone # _____
Permanent *Local*

Email Address (U of I only) _____ Hometown and state _____

College and Department _____
(for example – College of Education; Curriculum and Instruction or CLASS; Music)

Date admitted to teacher education _____
(Your application will not be processed until you are officially admitted to teacher education.)

Place an X in the box following your major. If you are a secondary education major, please list your teaching major(s) and minor(s).

Special Education: ☐

Blended Program (Early Childhood/Special Education): ☐

Elementary Education: ☐

Secondary Education: ☐

What is your teaching major(s): _____

What is your teaching minor(s): _____

Current Cumulative GPA: _____

If changes are made affecting the accuracy of this information or if I decide to not follow through with this application, I will immediately inform the Internship Coordinator.

I understand that all prerequisites for the teaching internship must be completed before the first day of the semester in which I have registered for the internship. The filing of this application does not necessarily mean that I will be accepted into the teaching internship.

_____ _____
Student's Signature *Date*

NAME _____ STUDENT ID # _____

AUTOBIOGRAPHICAL SKETCH

Use the space below to introduce yourself. This page introduces you to prospective teachers and administrators. It is critical to make a good first impression, so complete it carefully and thoroughly. Your statement should include your reasons for becoming a teacher, personal goals, educational philosophy, a description of your experience working with students, and any other information you think might be of value. Please confine your remarks to this page.

NAME _____ STUDENT ID # _____

JUSTIFICATION FOR PLACEMENT IN MOSCOW/LEWISTON, OR OUT OF STATE

Use the space below to explain why you are requesting a placement in the Moscow/Lewiston area or outside of Idaho.

NAME _____ STUDENT ID # _____

PRIOR CERTIFICATION IRREGULARITIES OR LEGAL CONVICTIONS

Use the space below to describe the circumstances surrounding your legal convictions.

When finished, please SUBMIT electronically.
You must also PRINT, sign, & submit a paper copy
on or before the deadline.

SUBMIT PRINT SAVE RESET