

***To guarantee a placement, your application must be received by September 30, 2015.  
Applications should be turned in at Stevens Hall Suite 515***

Applications will be reviewed and an "Intern Audit" will be emailed to you via UNA Portal.

**APPLICATION FOR STUDENT INTERNSHIP  
SPRING SEMESTER 2016**

**Please Print**

Last Name	First	Middle	Maiden
Student ID (starts with L)	Home Phone #	Cell Phone #	
Current Mailing Address: Street/Apt #	City	State	Zip
Address during Internship (City and State only):			

**Check the level that you are completing:**

\_\_\_\_\_ Undergraduate \_\_\_\_\_ Graduate Alternative Masters (Alt A)

**Check the teacher education program(s) you are completing:**

_____ Elementary K-6	_____ Biology 6-12	_____ German 6-12
_____ Elementary K-6 & Early Childhood P-3	_____ Business Marketing 6-12	_____ History 6-12
_____ Elementary K-6 & Collaborative Teacher K-6	_____ Chemistry 6-12	_____ Mathematics 6-12
_____ 6	_____ English Language Arts 6-12	_____ Music, Choral P-12
	_____ Family & Consumer Science 6-12	_____ Music, Instrumental P-12
	_____ French 6-12	_____ Physical Education P-12
	_____ General Science 6-12	_____ Physics 6-12
	_____ General Social Science 6-12	_____ Spanish 6-12
	_____ Geography 6-12	_____ Visual Arts P-12

**Complete the following**

- High school you attended \_\_\_\_\_ Graduation Year \_\_\_\_\_
- List schools where you have the following relatives employed or attending: (*mom, dad, brother, sister, spouse, child, aunt, uncle*) \_\_\_\_\_

Students must sign the reverse side of this application  
before submitting to the Office of Teacher Certification.



**The following requirements must be met before a candidate can be admitted to internship:**

- ✓ Submit this application to the Office of Teacher Certification by the due date.
- ✓ Complete all General Studies coursework (*for undergraduate students only*)
- ✓ Complete all Professional Studies coursework with a grade of “C” or better
- ✓ Complete all Teaching Field coursework with a grade of “C” or better
- ✓ Complete all required Field Experience hours
- ✓ Pass all three (3) parts of the Basic Skills Exam
- ✓ Pass all appropriate PRAXIS II Exams
- ✓ Document an acceptable multicultural experience
- ✓ Maintain successful background clearance by the ASBI and FBI
- ✓ Maintain GPA requirements:
  - **Undergraduate GPA Requirements**
    - 2.5 or better on UNA hours attempted
    - 2.5 or better on all work attempted
    - 2.5 or better on Teaching Field coursework attempted
    - 3.0 or better on Professional Studies coursework attempted
    - *For Elementary Education Majors:*  
All requirements above plus
      - 3.0 or better on overall Education Component
  - **Graduate GPA Requirements**
    - 3.0 or better Overall GPA

**Additional Internship Information**

- ✓ Applications will be reviewed and audited by the Director of Teacher Certification.
- ✓ If cleared for internship, internship placements will be secured by the Director of Clinical Experiences.
- ✓ The University reserves the right to assign a student teacher to a placement in the greater Shoals area due to limitations on human and fiscal resources.
- ✓ Only accommodation requests submitted in writing to the Director of Clinical Experiences by the application deadline will be considered (*this does not guarantee request will be honored*).

---

**STUDENT ACKNOWLEDGEMENT**

By signing this application, I affirm that:

- ✓ I am knowledgeable of and agree to abide by UNA’s policies concerning internship placements.
- ✓ I understand that incomplete applications will not be reviewed.
- ✓ I understand that documentation of all requirements must be on file in the Office of Teacher Certification ***prior to the start of the internship semester.***

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_