

# Main Campus Application For Teacher Internship

Your Internship is the culminating experience of your program of study, including the practica and academic preparation. It is your opportunity to experience the joys and challenges of teaching while being mentored by an effective educator. The Field Experience Team is here to help you in this important endeavor. Please feel free to contact us for help or questions at any time. We all have our areas of expertise and will direct you to the person with the answer.

#### Saint Martin's University Field Experience Team:

<b>Co-Directors of Field Experience:</b>			
Dr. Maureen Siera:	msiera@stmartin.edu		
Dr. Ann Gentle:	agentle@stmartin.edu		
<b>Certification Specialists:</b>			
Mary Foust	mfoust@stmartin.edu		
Placement Specialists:			
Faye Barnes	fbarnes@stmartin.edu		
Dean of College of Education and Counseling Psychology:			

Dr. Joyce Westgard:

westgard@stmartin.edu

## What is an Internship?

The Internship is a full-time, 16-week, required component of teacher preparation. It is also a collaborative effort between the University Supervisor, the Mentor Teacher and the Teacher Intern. Each team member is responsible to ensure that this practical, classroom experience is done in a safe and productive manner. Furthermore, it is the responsibility of the University Supervisor and the Mentor Teacher to support and evaluate the Teacher Intern, and it is the responsibility of the Teacher Intern to willingly acknowledge their expertise and accept suggestions.

Typically, Fall Semester students begin Teacher Internship September 1 and continue through mid-December. Spring Semester Teacher Internship typically begins early in January and continues through early May.

In general, the Intern Handbook will describe the various responsibilities, tasks and skills to be demonstrated during the Teacher Internship. It presents a suggested list of activities that may be helpful to the field experience partners, Teacher Intern, Mentor Teacher and University Supervisor, in developing the skills required by the WAC.

According to the Washington Administrative Code (WAC) the following five skills must be demonstrated by the Teacher Candidate:

- Work effectively with students of various backgrounds.
- Integrate education policies with the school, home, and community.
- Manage the physical environment and human dynamics of the classroom.
- ✤ Assist students in the learning process.
- Use both formative and summative evaluation techniques in order to evaluate and assess programs, students and their own teaching.

As partners in the student preparation experience, it is important to remember that the future of our profession relies on highly qualified, caring people who possess these skills.

## DIRECTIONS

All applications must be typewritten or word-processed. The application can be downloaded <u>http://www.stmartin.edu/CEPP/GeneralInfo/FormsAndDocs.aspx</u>

- 1. If you are requesting an Out of Area, (school site greater than 45 miles from main campus-Lacey), please submit your request via email to **both** Co-Directors of Field Experience.
- 2. Split Placement requests must be approved by your advisor prior to the submission of your application. Make an appointment with your advisor to obtain his/her initials on your checklist.
- 3. Complete steps 1-5 on the Checklist for Teacher Internship and submit the Checklist to Mary Foust, Certification Specialist.
- 4. Complete the Saint Martin's University Application for Teacher Internship and submit your application to Faye Barnes, Placement Specialist.
- 5. Save copies of everything for your records.
- 6. Register for the Student Teaching Internship and Student Teacher Internship Seminar courses that matches your endorsements:
  - a. ED 496/MED 596 Secondary
  - b. ED 494/MED 594 Elementary
  - c. SED 493/MED593 SED
  - d. ED 498 Elementary Seminar
  - e. ED 499 Secondary Seminar
  - f. MED 598 MIT Seminar

#### DEADLINES

- Applications for Fall Semester Teacher Internship: February 15.
- Applications for Spring Semester Teacher Internship: September 15.
- Applications that are incomplete or late may not be placed for that semester.

## CHECKLIST

Please complete all items in order and submit this checklist with your application.

STEP 1	COMPLETE AND ATTACH THE FOLLOWING ITEMS
	Letter of Introduction to Principal and Mentor Teacher
	Academic Preparation Page
	Signed SMU Oath of Confidentiality and Code of Ethics
	Current copy of your unofficial SMU Transcript
□ STEP 2	YOUR SMU ADVISOR INTIALS
	Split (Special Education) Placement
	Candidate letter review

### STEP 3 CO-DIRECTOR OF FIELD EXPERIENCES INITIALS (if applicable)

Enrollment in additional course-work during Teacher Internship

list approved course(s):

Out of Area (more than 45 miles from SMU)

#### **STEP 4** <u>CERTIFICATION SPECIALIST INITIALS:</u>

File Review Date:

An appointment with the Certification Specialist may be *required* to review these items:

 Valid Fingerprints
 Expiration Date: \_\_\_\_\_\_

Current CPR/First Aid Cards Expiration Date:

Endorsement Forms complete and submitted

Completion of all course work with a minimum 2.0 GPA

Cumulative GPA of 3.0 or better

Academic File Review (completed by certification specialist)

WEST B's \_\_\_\_\_ reading \_\_\_\_\_ writing

Comments:

#### □ STEP 5 <u>PLACEMENT SPECIALIST INITIALS:</u>

Meeting Date:

A meeting with the Placement Specialist is required

\_\_\_\_\_ Application is received and complete

#### Saint Martin's University Application for Teacher Internship (University Copy)

Last Name		First Name		Middle I	nitial
Street Address/ Apt#		City/ State /Zip C	Code		
( ) -	(	) -			
Day Phone	Nig	ght Phone	SMU E-Ma	il Address only	
Semester/Term/Year		FALL		SPRING	Year
GRADE LEVEL REQUI	EST:				
Primary	Intermediate	Middle / Junior	High School	High	n School
K,1,2	3, 4, 5	6 tł	nru 9	$\Box$ 9,	10, 11, 12
TEACHER CANDATE I	NTERNSHIP CATEG	ORY (check one):			
16 Weeks Regular	16 Weeks Specia	al Education Split	Private School		
Ed		-	_		
Special Education Students only - LEVEL OF LRE PREFERRED					
Self-contained	Resource		Consulting Model	Other	
			C		
Secondary Students only - SUBJECT AREA - Indicate endorsement area(s) in order of preference:					
1.	2.		3.	1	
PLACEMENT REQUEST will be considered but not guaranteed.					
You may suggest a maximum of one Teacher Internship placement. Your file will be sent to your					
K,1,2         TEACHER CANDATE I         16 Weeks Regular         Ed         Special Education Stud         Self-contained         Secondary Students on         1.         PLACEMENT REQUE	☐ 3, 4, 5 NTERNSHIP CATEG ☐16 Weeks Specia ents <u>only</u> - LEVEL C ☐ Resource Ly - SUBJECT ARE 2. EST will be consider	6 the operation of	Private School Private School Consulting Model ement area(s) in o 3. eed.	Other	10, 11, 12

Requested School District	School	Teacher	
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#### PERSONAL AFFIDAVIT

I understand that I am not guaranteed placement in a particular school district, school building; or with a particular mentor teacher, university supervisor; and that final acceptance of a student teacher is the prerogative of the school district. I understand that I am not to make arrangements with any school district or school personnel regarding my placement, and in accordance to WAC 181-78A-125-b code, cannot be placed for Internship in the school or district where I graduated from. I understand I may not intern in the same building where a spouse/family member/friend is employed. Any such action on my part will result in losing the opportunity to intern teach in that school district. I will be prepared to go where Saint Martin's University is able to secure a Teacher Internship position.

Refusal of placement for Internship may result in my application not being processed until the following semester. Furthermore, I understand if I refuse a second placement, I will forfeit Internship through Saint Martin's University. If I request and receive a placement in a school that is not contracted with Saint Martin's University, I understand that I may be responsible for paying the portion of fees that are above those established in accordance with Saint Martin's University Policies.

I understand that all prerequisites and requirements must be met one month prior to the first scheduled day of Internship; otherwise my placement will be cancelled. Saint Martin's University has my permission to release information attached to this application to school district and school personnel in order to process this request. I have read all of the pertinent sections of the Saint Martin's University Undergraduate and/or Graduate Catalog, and I have read all relevant College of Education documents. I have completed this form with information that is true and correct.

Student's Signature:		Date:	
ADA Accommodations: (please attach a written statement of explanation)	YES	NO	
<u>Placement Specialist's Signature</u>		Date:	

#### Saint Martin's University Application for Teacher Internship (District Copy)

LAST NAME	FIRST NAME	MIDDLE INITIAL
STREET ADDRESS / Apt#	CITY/STATE	ZIP CODE
DAY PHONE	NIGHT PHONE	SMU E-MAIL ONLY
Placement H	Request Information	
Application for Internship during:	<u>SPRING</u> <u>20</u> YEAR	
Grade Level Preference: Elementary School	Middle / Junior High Sch	nool High
Place	ement Category:	
<u>16 Weeks Regular Education</u>		
<u>16 Weeks Special Education Split</u>		
	lucation Students only	
	of LRE Preferred	
Self-contained Resource Room	Consulting Model Oth	ner:
All Students – List College(s)	/University's Attended, Degree(s) Receive	d
School	Year	Degree
	X7	D
School	Year	Degree
School	Year	Degree
ENDORSEMENTS:		
ENDORSEMENTS:		
ENDORSEMENTS:		

#### Saint Martin's University Application for Teacher Internship (District Copy)

	List Previous Placem	ents (include all practica)	
ALL STUDENTS:			
List course	Practica completed at what school	SEM/QTR, YEAR	GRADE/SUBJECT
SPECIAL	TY AREAS: (OPTIONA)	L DEPENDING ON ENDC	ORSEMENTS)
List course	Practica completed at what school	SEM/QTR, YEAR	GRADE/SUBJECT

Attach additional pages of other relevant experience;

(classroom aide/assistant positions; para-professional positions; private school positions; long-term substitute positions, etc.).

Contact Faye Barnes, Placement Specialist, for further information or assistance. Office: OM 476 phone: 360-438-4530 email: fbarnes@stmartin.edu Attach the following to the application and submit all materials to:

#### Faye Barnes Placement Office Old Main Room 476

- Checklist (with all appropriate initials)
- Letter of introduction,
- \* Academic preparation page
- Saint Martin's University unofficial transcript
  - (print from Self-Serve or request from the Registrar's Office)
- \* Letters of Recommendation if available
- Other pertinent documentation (as applicable)

#### **Letter of Introduction**

Computer generated letter of introduction using the following guidelines:

- 1. Address the letter to "Dear Principal and Mentor Teacher."
- 2. A 'generic' letter. Do not address to a specific school or teacher.
- **3.** Present yourself as a Saint Martin's University Education candidate seeking a placement for Teacher Internship.
- 4. Include your areas of endorsement (elementary education, reading, science, math, etc.)
- 5. Tell why you wish to become a professional educator.
- 6. Discuss your teaching style, educational philosophy, etc.
- 7. Discuss your relevant experiences working with children/students.
- 8. Indicate reasons why you should be selected for an Internship placement.
- 9. Demonstrate enthusiasm and a desire to be of assistance in the classroom and the school where you will complete your internship.

#### **Academic Preparation page**

List all relevant classes in three columns, by the course title, (<u>not</u> the course number), credits and your final grade for each course. Group your courses by education and <u>endorsements</u>. Include courses in progress and those you will take prior to your student teaching. For grades that will be recorded at a later date, indicate when you will be completing the course (i.e. spring 2011/fall 2012).

## Single spaced please.

### SAMPLE ACADEMIC PREPARATION PAGE

#### Your Name

Endorsements: Elementary Education; K-8 Certification

Elementary Education Endorsement	Semester Credits	Grade
Seminar in Foundations of Education	2	Р
Introductory Practicum in Classroom Teaching	2	А
Child and Adolescent Development	3	А
Curriculum and Instruction	3	А
Language Arts in Elementary and Secondary	2	А
Structure of Elementary Mathematics	3	A-
Mathematics in Elementary and Secondary	3	А
Social Studies in Elementary and Secondary	2	А
Introduction to Special Education	2	А
Science in Elementary and Secondary Schools	2	В
Reading in Elementary School	3	А
Classroom Management	2	А
Tests and Measurements	2	A-
Teacher Internship in Elementary School	12	Р
Teacher Internship Seminar: Elementary	1	Р
English/Language Arts Endorsement		
Freshman Writing	6	А
Introduction to Fiction	3	A-
Introduction to Literature	3	A
Literature for Children and Young Adults	2	In Progress (Semester, yr.)
Shakespeare	3	A
American Literature to 1870	3	A-
American Literature after 1870	3	A
Eighteenth Century Novel	3	A
Nineteenth Century Novel	3	A-
Literature on film	3	A
	5	1
Related Courses		
Public Address	3	А
Computer Primer	1	А
Interpersonal Communication	3	А
Personal and Community Health	2	А
Introduction to Recreation	2	A-

## Saint Martin's University

College of Education and Counseling Psychology **Placement Office** 5000 Abbey Way SE Lacev, WA 98503

# **STUDENT OATH OF**

# **CONFIDENTIALITY & CODE OF ETHICS**

## For Teacher Internship

As an Education Student at Saint Martin's University, I will maintain complete confidentiality regarding students, staff, and parents in the school(s) where I am placed for observation practicum and field experiences.

The public entrusts educators with a responsibility that requires exemplary service. As a Saint Martin's University education student, I will adhere to practices that honor the dignity and worth of the students, staff, and faculty in the schools where I am placed. I will conduct myself in a manner consistent with the Code of Professional Conduct for Education Practitioners.

By signing this form I acknowledge my fingerprints are cleared and on file in the College of Education Office

Print Your Full Name:

Date of Birth: \_\_\_\_\_ Fingerprints renewed on: \_\_\_\_\_

 Your Signature:
 \_\_\_\_\_\_