



Saint Martin's
UNIVERSITY

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:

Co-Directors of Field Experience:

Dr. Maureen Siera:

msiera@stmartin.edu

Dr. Ann Gentle:

agentle@stmartin.edu

Certification Specialists:

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 <http://www.stmartin.edu/CEPP/GeneralInfo/FormsAndDocs.aspx>

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 INITIALS

- 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 CERTIFICATION SPECIALIST INITIALS:

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 _____ math _____ reading _____ writing _____

Comments: _____

☐ STEP 5 PLACEMENT SPECIALIST INITIALS:

Meeting Date: _____

A meeting with the Placement Specialist is *required*

_____ Application is received and complete

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 Request Information		
Application for Internship during: <input type="checkbox"/> FALL <input type="checkbox"/> SPRING 20__ YEAR		
Grade Level Preference: <input type="checkbox"/> Elementary <input type="checkbox"/> Middle / Junior High School <input type="checkbox"/> High School		
Placement Category:		
<input type="checkbox"/> <u>16 Weeks Regular Education</u>		
<input type="checkbox"/> <u>16 Weeks Special Education Split</u>		
Special Education Students <u>only</u> Level of LRE Preferred		
<input type="checkbox"/> Self-contained <input type="checkbox"/> Resource Room <input type="checkbox"/> Consulting Model Other: _____		
All Students – List College(s)/University's Attended, Degree(s) Received		
School	Year	Degree
School	Year	Degree
School	Year	Degree
ENDORSEMENTS:		
ENDORSEMENTS:		
ENDORSEMENTS:		

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)**
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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, (not the course number), credits and your final grade for each course. Group your courses by education and **endorsements**. 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	P
Introductory Practicum in Classroom Teaching	2	A
Child and Adolescent Development	3	A
Curriculum and Instruction	3	A
Language Arts in Elementary and Secondary	2	A
Structure of Elementary Mathematics	3	A-
Mathematics in Elementary and Secondary	3	A
Social Studies in Elementary and Secondary	2	A
Introduction to Special Education	2	A
Science in Elementary and Secondary Schools	2	B
Reading in Elementary School	3	A
Classroom Management	2	A
Tests and Measurements	2	A-
Teacher Internship in Elementary School	12	P
Teacher Internship Seminar: Elementary	1	P
English/Language Arts Endorsement		
Freshman Writing	6	A
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
Related Courses		
Public Address	3	A
Computer Primer	1	A
Interpersonal Communication	3	A
Personal and Community Health	2	A
Introduction to Recreation	2	A-

Saint Martin's University

College of Education and Counseling Psychology
Placement Office
5000 Abbey Way SE
Lacey, 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: _____ Date: _____