



**COLLEGE OF EDUCATION
REQUEST FOR GRADUATE INTERNSHIP FIELD EXPERIENCE**

1. Program of Study: _____
 590 690 CREDITS: _____

2. Date: _____ 3. MSU Billings ID#: _____

4. Name: _____ Phone: _____

Address: _____ City: _____ State _____ Zip: _____

Email Address: _____

5. **Attach a description of your internship and your objectives. See attached guidelines and evaluation forms.**

6. Semester requested (check one): Fall Spring Summer Year: _____

7. Enter Name of Agency/School Desired as the Internship Location: _____

Contact Name: _____ Position at Agency/School: _____

Agency/School Address: _____

Agency/School Phone Number: _____

8. The internship is a requirement for completion of (check one):

- Endorsement Plan
- Licensure program
- Master of Education

9. My graduate endorsement plan-of-study was approved on _____ (indicate date).
Master degree candidates must have an approved Plan-of-Study before the Field Experience and Clinical Practice Coordinator can accept this application.

10. Master of Education candidate: I expect to graduate: Semester: _____ Year: _____

11. Date admitted to Teacher Education Program: _____ OR Teacher Licensure Credentials
 Folio/License/Credential Number(s) (if applicable): _____
 Awarding State(s): _____

12. All internship applicants must have a valid fingerprint-based Criminal Background Report (CBR) on file with the MSU Billings College of Education Office prior to being registered for an internship. The CBR must be valid throughout the term of the internship.

I have a valid, clear/cleared criminal background report (CBR) on file in the MSU Billings, College of Education Office that will be valid for the entire term of the internship.	Expiration Date: _____
I do not have a CBR on file, or my CBR will not be valid for the entire term of the internship. Therefore, I will have to submit a new fingerprint card, payment, etc.	Date Fingerprint Card Submitted for CBR: _____

13. The University Supervisor for this internship is: _____

APPROVALS:

1. _____
 Student's Signature

2. _____
 Advisor's Signature

3. _____
 Department Chair

4. _____
 Field Experience and Clinical Practice Coordinator

**ADVANCED FIELD EXPERIENCE/INTERNSHIP
Experience Design**

DATE: _____

CANDIDATE: _____ ID #: _____

ADVISOR: _____ SUPERVISOR _____

1. Explain in narrative form the *purpose* of this field experience/internship. Relate the narrative to appropriate advanced INTASC Standards. (What, in terms of the candidate’s professional development, is this experience/internship intended to accomplish? Why is the candidate engaging in this activity?)

2. Describe the specific *nature* of the field experience/internship.
 a. Briefly set out critical experience/placement information: location, duration, expected work/activity, subjects (children), contacts with other professionals. (What will the candidate do? Where? When? How? Sentences please.)

b. For each Advanced Standard that is appropriate to the internship, what will the candidate *do* to satisfy the criteria? Describe briefly as needed.

STANDARD	ACTIVITY/RESPONSIBILITY
#1. Locate, read, and evaluate relevant professional and academic literature.	The candidate will
#2. Demonstrate understanding of similarities and differences in human learning and development.	The candidate will

STANDARD	ACTIVITY/RESPONSIBILITY
#3. Demonstrate mastery in subject area content knowledge [and] understanding [,] and skill in applying that knowledge and understanding.	The candidate will
#4. Demonstrate professionalism that extends beyond technically accurate knowledge and effective skills.	The candidate will
#5. Integrate extant theory and evidence into one's professional activities.	The candidate will
#6. Critically analyze [] one's own practice in light of professional standards and applicable policy.	The candidate will

3. Describe the manner(s) in which candidate performance in this experience/internship will be *assessed*.
 - a. Explain, in narrative form, the candidate generated products, performances, records, etc. that will certify the nature of candidate engagement in this experience/internship.

b. For each standard addressed in #b, above, fill in the following table to indicate alignment of candidate generated product(s), etc. with assessments.

STANDARD	PRODUCT/PERFORMANCE	ASSESSMENT	SCORE
#1			
#2			
#3			
#4			
#5			
#6			

5 = Exceeds All Expectations

2 = Partially Meets Expectations

4 = Partially Exceeds Expectations

1 = Does Not Meet Expectations

3 = Meets Expectations

N/A = Standard Is Not Applicable

Comments:

c. **Professional Dispositions: The candidate demonstrates a belief that all students can learn and exhibits fairness in his/her actions.**

	1 Performance Shows Little or No Evidence	2 Performance Demonstrates Inconsistent or Weak Evidence	3 Performance Demonstrates Some Evidence	4 Performance Demonstrates Adequate Evidence	5 Performance Demonstrates Competency	Score
Demonstrates an acceptance of differences in others	Fails to accept the differences of others	Is able to accept a few minor differences	Accepting of most differences in others	Approaching acceptance of all differences in others	Attains acceptance of differences in others	
Shows a respect of different perspectives	Weakness in considering other perspectives	Acknowledges other perspectives but still holds one viewpoint	Willingness to look at most viewpoints and see the reasoning behind the ideas	A reasonable and comprehensive examination of various points of view	Thorough and insightful – reveals a credible viewpoint by effectively critiquing other perspectives	
Demonstrates a belief that all students can learn	Discriminates against certain groups of students	Shows the belief that some students can learn	Shows the belief that most students can learn	Rarely excludes certain students from the learning process	Includes all students in the learning process	
Uses fair procedures in dealing with others	Uses inconsistent procedures	Uses a few consistent procedures	Tries to be fair to all students and treat all students equitably	Approaching equitable treatment for all students	Attains equitable treatment of all students	
Reflects on and analyzes practice	Superficial analysis of teaching	Does little analysis of teaching	Does analysis in most teaching situations	Analyzes teaching with regard to the whole group and most of the individual students	Analyzes lessons with regard to each student in the classroom	

Internship Design Agreement:

(Candidate Signature)

(Date)

(Advisor Signature)

(Date)

Certification of Internship Completion:

(Candidate Signature)

(Date)

(Advisor Signature)

(Date)