**CRITERIA FOR INTERNSHIP APPROVAL**

**Alternate Certification or Master of Arts in Teaching Degree Program**

**In Southeastern Louisiana Universitys Teacher Education Service Region**

Original documentation, in this order, for the following must be submitted to the Office of Student Teaching prior to an agreement by Southeastern to supervise an internship in Southeasterns teacher education service region [Ascension, City of Bogalusa, East Baton Rouge, Jefferson (Kenner and Metairie area), Livingston, St. Charles, St. John, St. Tammany, Tangipahoa, Washington, or Zachary Community Schools]:

\_\_\_\_\_ Verification that all prerequisites have been met the semester prior to the internship (The Office of Student Teaching will check the candidates curriculum sheet for verification.)

\_\_\_\_\_ Verification that all required parts of Praxis have been successfully passed (An original copy of the scores must be on file in the Deans office, College of Education.)

\_\_\_\_\_ Written recommendation from all of the candidate's methods instructors and a rating using the Professional Attributes and Characteristics Scale (Recommendation by methods instructors is required for internship approval. An example is included in the packet (page 3 and 4), but the form will be sent to the instructors by the Office of Student Teaching. The student will be notified of the instructor’s recommendation.)

\_\_\_\_\_ Completed Application for Alternate Certification/MAT Internship

\_\_\_\_\_ Verification that the school has a state approved classification (Attach documentation for non-public school only)

\_\_\_\_\_ Verification that the school is accredited by the Southern Association of Colleges and Schools (This is required for secondary level placements and recommended for elementary/special education placements).

\_\_\_\_\_ Verification that the Louisiana Components of Effective Teaching are encompassed within the rubric to evaluate teachers at the school site (Attach a copy of the evaluation rubric for non-public schools only).

\_\_\_\_\_ Verification that the principal/assistant principal has certification to be principal and training in supervision (Attach a copy of the teaching certificate with noted areas of certification)

\_\_\_\_\_ Verification that the principal/assistant principal has served in this role for a minimum of three years (Attach a brief resume′ or statement from the central office/human resources)

\_\_\_\_\_ Signed Principal/Assistant Principal Internship Agreement Form

\_\_\_\_\_ Verification that a mentor teacher, who has taught a minimum of three years in the area of the interns certification, will be assigned by the principal/assistant principal to assist the intern

(Attach a copy of the mentors teaching certificate and a brief resume′ or statement from the central office/human resources verifying employment experience).

\_\_\_\_\_ Signed Mentor Teacher Agreement Form

\_\_\_\_\_ Verification of minimum class size in area of certification [12 students per class average for secondary classrooms; 16 students in a regular elementary classroom; Inclusive elementary setting with a minimum of three mild/moderate special education students with active IEPs; Self-contained or resource mild/moderate special education classroom with daily experience (minimum of one hour per day) in a regular elementary classroom]

\_\_\_\_\_ Evidence of cultural diversity within the school population (Attach a copy of the school profile or a statement indicating open enrollment – for non-public school only).

\_\_\_\_\_ Attach a copy of the teaching schedule indicating full time teaching signed by the principal/assistant principal (An elementary/special education intern must teach at the appropriate grade level (1-5 for MAT) of certification. A majority of the secondary intern's teaching schedule must be taught in the area of certification.)

\_\_\_\_\_ Attach a copy of the signed Internship Agreement Form

\_\_\_\_\_ Attach a copy of the contract or employment agreement verifying employment

Note: The candidate is responsible for submitting the above documents the semester prior to

beginning the internship. A complete packet, in the order above, should be submitted rather than item by item. Authorization to register for an internship will not be granted until all documents have been submitted.

**Professional Attributes and Characteristics Scale**

**Rating and Recommendation from Methods Instructor**

**for Internship Candidate**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is applying for an internship. One requirement for approval of the internship is a rating and recommendation from all of the candidate’s methods instructors. Please rate the candidate on the Professional Attributes and Characteristics Scale below, write comments and indicate your recommendation concerning the internship. **Please indicate the methods class** **and the semester you taught the candidate**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |
| --- | --- |
| **1) Attendance** | **2) Punctuality** |
|  ⁭ Frequently absent ⁭ Rarely Absent ⁭ Exemplary attendance |  ⁭ Frequently late ⁭ Generally Punctual ⁭ Always on time |
| **3) Professional Appearance** | **4) Oral Expression** |
|  ⁭ Occasionally appears inappropriately/ unprofessionally dressed ⁭ Is usually dressed appropriately ⁭ Always dresses/appears in a professional manner   |  ⁭ Makes frequent usage and /or grammatical errors ⁭ Inarticulate ⁭ Articulate ⁭ Expressive, animated |
| **5) Written Expression** | **6) Tact/Judgment** |
|  ⁭ Written work contains misspellings and/or  grammatical errors  ⁭ Written work is often unclear and disorganized  ⁭ Written work is organized and clearly expresses ideas   |  ⁭ Thoughtless: Highly insensitive to others’ feelings  and opinions ⁭ Somewhat or sometimes insensitive and  undiplomatic  ⁭ Perceives what to do or say in order to maintain  good relations with others and responds accordingly  ⁭ Diplomatic: Highly sensitive to others’ feelings and  opinions |
| **7) Reliability/Dependability** | **8) Self-Initiative/Independence** |
|  ⁭ Sometimes fails to complete assigned tasks and  duties  ⁭ Sometimes needs to be reminded to attend to  assigned tasks/duties ⁭ Responsible: Attends to assigned tasks/duties on  schedule without prompting  ⁭ Self-starter: Perceives needs and attends to them  immediately  |  ⁭ Passive: Depends on others for directions, ideas and guidance ⁭ Has good ideas, works effectively with limited  supervision ⁭ Creative and resourceful; independently implements  plans |
| **9) Self-Confidence** | **10) Collegiality** |
| ⁭Anxious: Often appears self-conscious, nervous ⁭ Arrogant: Has unfounded belief in abilities⁭Usually confident – comfortable in classroom  situations⁭Realistically self-assured; competently handles classdemands | ⁭Often works in isolation  ⁭ Reluctant to share ideas and materials ⁭ Willingly shares ideas and materials |
| **11) Interaction with Students** | **12) Response to Students’ Needs** |
|  ⁭ Can appear threatening or antagonistic towards  students  ⁭ Shy: Hesitant to work with students ⁭ Relates easily and positively with students ⁭ Outgoing: Actively seeks opportunities to work with  students  |  ⁭ Does not attempt to accommodate needs of unique  learners ⁭ Make negative comments about student’s ability to  learn ⁭ Usually accepts responsibility for all students’ learning ⁭ Consistently responds to the learning needs of  all students |
| **13) Response to Feedback** | **14) Ability to Reflect and Improve**  **Performance** |
|  ⁭ Defensive: Unreceptive to feedback ⁭ Receptive – but does not implement suggestions ⁭ Receptive – and adjusts performance accordingly ⁭ Solicits suggestions and feedback from others |  ⁭ Reluctant to analyze performance ⁭ Makes some effort to review skills ⁭ Actively seeks ways to assess abilities ⁭ Consistently deepens knowledge of classroom  practice and student learning |
| **15) Professional Characteristics** |
|  For each characteristic, check the frequency indicator that most accurately reflects the   **Seldom Usually Always** student teacher’s/intern’s behavior. |
|   ⁭ ⁭ ⁭ A. **Commitment** – demonstrates genuine concern for students and is dedicated to the  teaching profession.  |
|   ⁭ ⁭ ⁭ B. **Creativity** – seeks opportunities to develop imaginative instructional lessons. |
|   ⁭ ⁭ ⁭ C. **Flexibility** – responds to unforeseen circumstances in appropriate manner and  modifies actions or plans when necessary  |
|   ⁭ ⁭ ⁭ D. **Integrity** – maintains high ethical and professional standards. |
|   ⁭ ⁭ ⁭ E.  **Organization** – is efficient, successfully manages multiple tasks simultaneously. |
|   ⁭ ⁭ ⁭ F. **Perseverance** – strives to complete tasks and improve teaching skills.  |
|   ⁭ ⁭ ⁭ G. **Positive Disposition** – possesses pleasant interpersonal skills, is patient, resilient,  optimistic and approachable. |
|  **16) Potential as a Teacher** |
|  ⁭ Recommend review of career options and consideration of professional other than teaching ⁭ Recommend continuation in teaching profession ⁭ Highly recommend continuation in teaching profession: Strong candidate |
|   **Comments:** |

\*Enz, Freeman, Cook & Carllile. (1997). Student teaching experience: A developmental approach.

\_\_\_\_\_\_I recommend approval of an internship.

\_\_\_\_\_\_I do not recommend approval of an internship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Instructor Signature of Instructor

**APPLICATION FOR ALTERNATE CERTIFICATION/**

**MAT INTERSHIP**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

“W” Number Course# / Semester Internship Begins

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Last) (First) (Middle/ Maiden)

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_ Gender: \_\_\_\_\_\_\_ Marital Status: \_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Box or Street No.) City State Zip

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I. Baccalaureate Degree

 University from which you graduated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

 Degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

II. Cumulative GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (2.5 for Alt Cert and 3.0 for MAT)

III. Praxis

 Indicate scores for the following:

 **Praxis I** **Score**

 Reading \_\_\_\_\_\_

 Writing \_\_\_\_\_\_

 Mathematics \_\_\_\_\_\_

 **Praxis II**

 Principles of

 Learning & Teaching \_\_\_\_\_\_

 (Indicate Area) Content Area \_\_\_\_\_\_ \_\_\_\_\_\_

 Special Ed \_\_\_\_\_\_ and \_\_\_\_\_

IV. Internship Applied For:

 School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Principal/Asst. Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 School Year in which you will complete your internship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Teaching Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Indicate grade level and/or subject area)

**PRINCIPAL/ASSISTANT PRINCIPAL-INTERNSHIP AGREEMENT**

INTERN’S NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Last) (First) (Middle)

SCHOOL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINCIPAL or ASST. PRINCIPAL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINCIPAL or ASST. PRINCIPAL’S EMAIL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL PHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The above named candidate is enrolled in the alternate certification/MAT program and has elected to substitute a one-year internship for student teaching. In order to finalize approval of the internship, this agreement must be signed by the principal or assistant principal.

\* \* \* \* \* \* \* \* \* \* \* \* \*

**I agree to serve as one of the supervisors for the above named intern and will perform the responsibilities indicated below:**

**-1-**

Observe, document and evaluate his/her performance a minimum of two times per semester using a formal mid-term and final evaluation form. The university supervisor/external assessor will provide the forms and designate a deadline date for completion.

-2-

Discuss my evaluation of his/her teaching performance with College of Education representative serving as the university supervisor/external assessor.

-3-

Notify the university supervisor/external assessor immediately concerning weaknesses in the intern’s teaching performance.

-4-

Appoint a mentor teacher to assist the intern. Conference regularly with the mentor teacher concerning the intern’s performance.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Please print) Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**Note:** Attach a copy of your teaching certificate and brief resume′ or statement from the central

 office/human resources verifying years of employment as a Principal or Assistant Principal.

**MENTOR TEACHER – INTERNSHIP AGREEMENT**

INTERN’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Last) (First) (Middle)

SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MENTOR TEACHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MENTOR TEACHER’S E-MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GRADE LEVEL AND/OR SUBJECT AREA OF MENTOR TEACHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The above named candidate is enrolled in the alternate certification/MAT program and has elected to substitute a one-year internship for student teaching. In order to finalize approval of the internship, this agreement must be signed by you as the mentor teacher.

**\* \* \* \* \* \* \* \* \* \* \* \* \* \***

**I agree to serve as the mentor teacher for the above named intern and will perform the responsibilities indicated below:**

-1-

Observe and conference with the above named intern on a regular basis (a minimum of twice monthly).

-2-

Discuss my evaluation of his/her teaching performance with the principal/assistant principal and the College of Education representative serving as the university supervisor/external assessor.

-3-

Each semester complete and discuss with the intern a formal mid-term and final evaluation. The university supervisor/external assessor will provide forms and designate a deadline date for completion.

-4-

Notify the university supervisor/external assessor immediately concerning weaknesses in the intern’s teaching performance.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME (Please print) Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**Note: Attach a copy of your teaching certificate and a brief resume′ or statement from the central office/human resources verifying years of employment.**

 **ALTERNATE CERTIFICATION/MAT INTERNSHIP AGREEMENT**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Last) (First) (Middle)

SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I agree to the following terms and conditions of the internship:**

 -1-

Southeastern’s College of Education will not participate in seeking an internship. The intern has sole responsibility for investigating and negotiating with school districts.

-2-

**An internship must be one year of full-time teaching**. If it is not possible to continue the internship two consecutive semesters at the same site, it is the responsibility of the intern to locate another internship or register for student teaching. If another internship is located, the intern must submit the required documentation and complete another application packet.

-3-

A one semester internship cannot substitute for one semester of student teaching. Should the teaching position be terminated, the internship is terminated as well.

-4-

If a teaching internship is terminated due to performance, another internship will not be approved. To complete certification requirements, student teaching will be the only option.

-5-

Documentation of criteria for the internship must be submitted prior to approval of the internship site.

-6-

Documentation must be submitted to the Office of Student Teaching-each semester verifying employment and the intern’s teaching schedule.

-7-

An elementary/special education intern must teach at the appropriate grade level of certification. If interning in a non-inclusion classroom, MAT 682 must be completed. A majority of the secondary intern’s teaching schedule must be taught in the area of certification.

-8-

Internships in the alternate certification and MAT programs must be located in the geographical region where Southeastern places student teachers.

-9-

Southeastern’s College of Education prefers to place interns in the public school environment. Internships must be in schools with a state approved classification. Secondary level internships must be in schools accredited by the regional accrediting agency.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date