

## **APPENDIX A**

## IMPORTANT NOTICE TO ALL STUDENTS

(PLEASE READ)

REPORT TO 3464 HALEY CENTER AND APPLY FOR ADMISSION TO THE TEACHER EDUCATION PROGRAM (FILL OUT ORANGE CARD) JUST AS SOON AS YOU HAVE COMPLETED 60 HOURS OF COURSEWORK APPLICABLE TO YOUR PROGRAM AND HAVE COMPLETED ALL OTHER REQUIREMENTS FOR THE ADMISSION PROCESS.

APPLYING AT THIS TIME COULD VERY WELL SAVE YOU A SEMESTER IN YOUR PROGRAM OF WORK.

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This handbook is designed to assist you as you progress through the various steps which lead to your certification as a teacher. Continue to use it for reference throughout your program.

It is important for you to follow the procedures outlined in this handbook. Please note carefully the schedules and processes for submitting various applications and report forms. Although your advisor and other faculty and staff members will help you in any way possible, you are responsible for meeting the requirements associated with the Teacher Education Program.

- \_\_\_\_\_ 1. Learn about and locate the Professional Education Services Office. The staff there will help you throughout your program. Your records are filed there. While there are questions which can be answered only by your assigned faculty advisor or someone else in the department of your major, most of the questions you will have about procedures can be answered by someone in 3464 Haley Center, telephone 844-4448.
- \_\_\_\_\_ 2. Earn 45 semester hrs. (or equivalent) of college credit applicable to your specific program.
- \_\_\_\_\_ 3. Apply for admission to the Teacher Education Program as soon as you have passed 45 semester hours in your program. Report to 3464 HC to obtain an application. DO NOT DELAY APPLYING.
- \_\_\_\_\_ 4. Maintain a minimum overall grade point average (GPA) of 2.5 on all coursework attempted. Secondary Science programs require a 2.75 GPA.
- \_\_\_\_\_ 5. Notify a Teacher Education Evaluator once you have completed all admission requirements that you are ready to go for your interview. Your folder will then be prepared for your interview with your faculty advisor. Requests for folders to be prepared should be made several days prior to interview day.
- \_\_\_\_\_ 6. Report to the interview when scheduled.

- \_\_\_\_ 7. You will be notified in writing by Professional Education Services of your acceptance. A copy of your notification will also be sent to your advisor and a copy will be filed. If you are notified in writing by the Professional Education Services Office that you have not been accepted, schedule an appointment with your advisor to determine if and when re-application is warranted.
- \_\_\_\_ 8. Maintain a minimum overall GPA of 2.5 on all work attempted in your program. Secondary Science programs require a 2.75 GPA.
- \_\_\_\_ 9. Maintain a minimum GPA of 2.5 on all work attempted in your major(s). Secondary Science programs require a 2.75 GPA.
- \_\_\_\_ 10. Maintain a minimum GPA of 2.5 on all work attempted in professional education. Secondary Science programs require a 2.75 GPA.
- \_\_\_\_ 11. Complete all course prerequisites for internship.
  - \_\_\_\_ a. EDUC 3000
  - \_\_\_\_ b. FOUN 3100 OR FOUN 3110 AND FOUN 3120
  - \_\_\_\_ c. Prerequisites unique to your department. (See your advisor. Prerequisites also are coded on your program sheet).

**NOTE:** Enrollment in additional courses (other than those required as co-requisite to your internship ) the semester you intern WILL NOT BE ALLOWED.

- \_\_\_\_ 12. Achieve Junior or Senior standing.
- \_\_\_\_ 13. Complete the Intern Application in the back of this manual and submit it to your faculty advisor or department coordinator by mid-semester one year prior to the semester you plan to intern (i.e., during Fall Semester for fall internship, during Spring Semester for spring internship). If your folder is checked out at this time, it must be returned to Professional Education Services so that you can be cleared for internship. **Passport photos need to be attached before applications are submitted to your advisor or department coordinator. Photos must be glued to the application (not taped or stapled).**

NOTE: Applications will not be processed until they are complete. Do not ask your advisor to submit an incomplete application for you. This causes a delay in placement procedures.

- \_\_\_\_ 14. Continue to Step 16 if you are notified in writing of your acceptance for internship.
- \_\_\_\_ 15. After you receive official notification from Professional Education Services regarding your placement, contact the administrator of the school or agency where you will be an Intern. You are required to send, or deliver, written verification of a negative tuberculin skin test, less than one year old, to your assigned school no later than the first day of your internship.

**Under no circumstances should you initiate discussions with any school or agency regarding your internship until the Professional Education Services Office has notified you of your placement.**

- \_\_\_\_\_ 16. Attend the Internship Orientation Session scheduled by the Professional Education Services Office the first class day of your internship. Attendance at the Orientation session is required.
- \_\_\_\_\_ 17. Complete the twelve-week internship requirement successfully. If for some reason you are unable to complete your internship, consult with your advisor and/or the Professional Education Services Office regarding necessary procedures for applying again, if warranted.
- \_\_\_\_\_ 18. Complete all requirements for the Exit Evaluation procedure. Details will be provided by your University Supervisor.
- \_\_\_\_\_ 19. Attend the Internship Evaluation Session scheduled by the Professional Education Services Office the last class day of your internship. Attendance at the Evaluation Session is required.
- \_\_\_\_\_ 20. Complete your State-approved program within four years after your admission to the Teacher Education Program.
- \_\_\_\_\_ 21. Meet all University requirements for graduation.
- \_\_\_\_\_ 22. Make application for teaching certificate(s).
- \_\_\_\_\_ 23. Schedule employment interviews during on-campus interview sessions.

### **CHANGE OF MAJOR**

- \_\_\_\_\_ 1. Report to 3464 HC to be re-evaluated in the new major.
- \_\_\_\_\_ 2. Receive results of the new evaluation and assignment of a new advisor.
- \_\_\_\_\_ 3. Schedule a meeting with your new advisor.

### **SELECTION OF INTERNSHIP SITE**

- \_\_\_\_\_ 1. Complete your Application for Professional Internship.
- \_\_\_\_\_ 2. Indicate the 3 sites within 60 miles of Auburn University where you would like to be an Intern.

**Note: The Professional Education Services Office will attempt to follow your advisor's recommendation of a site for your internship. Students are given equal consideration in making placements.**

- \_\_\_\_\_ 3. Prepare to assume the responsibilities associated with being a full-time Intern.

The College of Education will assume the costs for your supervision within a 60-mile radius of Auburn. You must be prepared to be responsible for providing your own transportation during this period.

Interns are expected to devote a minimum of 12 weeks – 300 clock hours to the internship.

### **PETITIONS**

- \_\_\_\_\_ 1. Obtain a Petition Form from 3464 HC if you wish to be granted an exception to any normal procedure. These include taking an examination at a time different from the scheduled hour; taking course work in excess of 18 hours; interning at a site farther than 60 miles from Auburn University.

NOTE: A petition to enroll in additional coursework (other than that required as co-requisite to your internship) the semester you intern WILL NOT BE APPROVED.

- \_\_\_\_\_ 2. Complete the Petition and obtain the signature of your advisor and your department head.
- \_\_\_\_\_ 3. Submit your Petition to the Professional Education Services Office for further consideration for the final decision and signature of approval regarding your Petition.
- \_\_\_\_\_ 4. Contact Professional Education Services Office for the final decision regarding your Petition.

### **SUBSTITUTIONS**

- \_\_\_\_\_ 1. Obtain a Course Substitution Form from the department secretary or the Professional Education Services Office.
- \_\_\_\_\_ 2. Have your advisor complete the form and sign it.
- \_\_\_\_\_ 3. Obtain department head's signature of approval.
- \_\_\_\_\_ 4. Submit signed Course Substitution Form to the Professional Education Services Office (3464 HC) for final approval.
- \_\_\_\_\_ 5. A copy of the form with the decision of the Certification Officer will be placed in your permanent file.

## TRANSIENT WORK

From the time a student enrolls in a program of study in the College of Education through his/her graduation, it is expected that all remaining coursework will be completed at Auburn University. However, a student in good standing may be permitted to take courses at another institution on a transient basis for one semester. The procedure for securing permission to do transient work follows:

- \_\_\_\_\_ 1. Fill out a Transient Permission Form in 3464 Haley Center.
- \_\_\_\_\_ 2. Secure approval signature of a Professional Education Services Office advisor.
- \_\_\_\_\_ 3. Provide the signed original of Transient Permission Form to the transient institution prior to registering there. (A copy will be retained in your student file in 3464 Haley Center.)
- \_\_\_\_\_ 4. Meet all other transient student requirements at the other institution.
- \_\_\_\_\_ 5. Upon completion of the transient coursework, order an official transcript sent back to the Auburn University Registrar, 100 Martin Hall, Auburn University, AL 36849-5119.

NOTE: Concurrent enrollment (i.e. being enrolled for credit at Auburn the same semester you are a transient student) IS NOT ALLOWED. Also, permission to enroll as a transient student for internship IS NOT ALLOWED.

## CERTIFICATION

Upon graduation, you will apply for your Alabama teaching certificate. This certificate is your "license" to teach in Alabama. Your certificate will be valid for 5 years and can be renewed with teaching experience and/or coursework.

You will be given the forms and information necessary to apply for your teaching certificate in the Orientation Meeting your internship quarter. Your completed application packet will consist of the application itself, certification fees, transcripts, your fingerprints, and our recommendation that you be certified. In addition, if you have ever been convicted of or entered a plea of no contest to a felony or misdemeanor other than a minor traffic violation, you will be required to provide details and submit court certified copies of the judgement, conviction, and sentencing. Though this will not automatically result in a nonissuance, it could result in a request for additional information.

If you plan to teach in another state, you will need to apply for a teaching certificate in that state also. Each state has its own teacher certification requirements, application forms, and procedures. Though our program has reciprocity with other states, you may be required to take that state's certification exam and/or a national teacher's exam (PRAXIS). Because our programs are fully accredited (NCATE, ICP, SACS, NASDTEC, and State of Alabama approved), you should experience no major difficulty obtaining certification in other states.

If you have any questions regarding certification or you need the address to apply for certification in another state, see the Teacher Certification Evaluator in the Professional Education Services Office, 3464 Haley Center.