

APPENDIX C

Please read carefully and follow instructions. You will be responsible for all requirements. Applications are due to your advisor 2 semesters prior to internship (i.e., Fall Semester for fall internship, Spring Semester for spring internship).

1. Fill out the Professional Internship Application, and fill out top section only of the Departmental Intern Placement Request Form.
2. Complete both Personal Data Forms in a professional manner. These forms precede you to your Internship setting and will convey an impression of your professionalism. Both copies are required. INTERN APPLICATIONS MUST BE SUBMITTED ON TIME SO THEY CAN BE PROCESSED ON TIME WHICH ALLOWS THEM TO BE CLEARED AND PLACED.
3. Turn in completed packet (except this sheet) to your advisor or departmental coordinator by mid-semester 2 semesters (one year) prior to the semester you plan to intern (i.e., Fall Semester for fall internship, Spring Semester for spring internship).
4. Your application will proceed through a lengthy process of initial evaluation and placement. At the end of each intervening semester your application is re-evaluated to determine if the status has changed. You and your advisor will be notified when your placement has been finalized with the school system. Your notification letter will contain:
 - a) Your official placement assignment. (This may not be changed except through the Professional Education Services Office.)
 - b) Time and location of a mandatory Orientation Session at the beginning of the semester you intern.
5. After receiving notification of placement, you may schedule a visit with your Cooperating Teacher(s).
6. Report to the school office on your first entry into the school(s) and identify yourself, asking to be directed to your teacher's room. On the first day you are scheduled into the school and every school day thereafter, report at the same time your teacher does.
7. There is a minimum 12-week 300-hour requirement for internship which includes not only your in-school teaching, but attendance at the Orientation Session, the Evaluation Session, and departmental seminars. If there is an emergency which necessitates your missing a day of internship, contact your school and University Supervisor immediately. If either the Orientation or Evaluation Session must be missed, contact the Professional Education Services Office prior to the meeting for permission and alternative arrangements.
8. Read pages 10–15 of your Orientation Manual carefully for any other details or expectations concerning internships.
9. Any change of address after the time you submit your Internship Application should be reported to the Professional Education Services Office, 3464 Haley Center (844-4448). **NOTIFICATION OF PLACEMENTS ARE SENT TO THAT ADDRESS.**
10. If you have not received notification of your Internship placement and an Orientation Session by the END of the semester preceding your Internship, contact the Professional Education Services Office, 3464 Haley Center (844-4448).

PROFESSIONAL INTERNSHIP APPLICATION FOR _____ SEMESTER, _____
(Applications are due two semesters prior to internship.)

PREREQUISITES FOR INTERNSHIP INCLUDE THE FOLLOWING: Completion of EDUC 3000, FOUN 3100, or FOUN 3110 and FOUN 3120, and your methods courses; admission to Teacher Education Program; minimum 2.5 GPA (4.00 scale) on all work in your major, professional education courses, program overall, AU cumulative, and total cumulative.

Two completed Personal Data Forms are required. Attach a passport photo to both Personal Data Forms with glue. (Applications with tape or stapled photos will not be accepted.) The forms are sent to the schools as required.

TYPE or PRINT in BLACK INK Date _____

Name _____ SS# _____
Last First Middle/Maiden

Auburn Address _____ Ph.# _____
Street City State Zip

Home Address _____ Ph.# _____
Street City State Zip

Email Address _____

Major _____ Grade Level to Be Certified in _____ Advisor _____

Undergraduate Bachelor's Degree _____ Graduate Masters Degree _____

List All Other Colleges/Universities Attended _____

Check Areas in Which You Have Had Lab Experiences:

Urban Rural Low Socio/Economic High Socio/Economic

List Minorities with which you have had Lab Experiences: _____

List 3 school systems/locations—in order of preference—WITHIN 60-MI. RADIUS OF AUBURN where you would like to be placed. (There are no guarantees regarding these choices.)

1st _____

2nd _____

3rd _____

IF THERE ARE ANY EXCEPTIONS TO THE INTERNSHIP POLICIES as stated in the Orientation Manual, a petition must be attached to the internship application.

NOTIFY PROFESSIONAL EDUCATION SERVICES, 3464 Haley Center, **IMMEDIATELY OF ANY CHANGES IN ABOVE INFORMATION** (e.g. name, address, semester planning to intern, etc.)

DEPARTMENTAL INTERN PLACEMENT REQUEST FORM

Student Name _____ Internship Semester _____ Major _____

TO BE COMPLETED BY DEPARTMENTAL COORDINATOR OR ADVISOR (Please read notes at bottom of page.)

PLACEMENT I:* Recommended Assignment _____

School

School System

School Address

School Phone

Grade Level: Er.Ch. ____ Elem. ____ Mid. Sch. ____ Jr.Hi. ____ Sr.Hi. ____

Cooperating Teacher _____ Subject _____

PLACEMENT II:* Recommended Assignment _____

School

School System

School Address

School Phone

Grade Level: Er.Ch. ____ Elem. ____ Mid. Sch. ____ Jr.Hi. ____ Sr.Hi. ____

Cooperating Teacher _____ Subject _____

APPROVED _____

Department Coordinator/Advisor

Coordinator of Laboratory Experiences

* If this is a dual major or split placement re grade levels, please specify time period/arrangement for each placement: _____

ALTERNATE Placement(s) If Desired

****OPTIONAL**** There will be no school contact on this placement unless 1st placement has been denied.

PLACEMENT I:* Recommended Assignment _____

School

School System

School Address

School Phone

Grade Level: Er.Ch. ____ Elem. ____ Mid.Sch. ____ Jr.Hi. ____ Sr.Hi. ____

Cooperating Teacher _____ Subject _____

PLACEMENT II:* Recommended Assignment _____

School

School System

School Address

School Phone

Grade Level: Er.Ch. ____ Elem. ____ Mid.Sch. ____ Jr.Hi. ____ Sr.Hi. ____

Cooperating Teacher _____ Subject _____

INTERNSHIP PLACEMENT NOTIFICATION: When the initial internship placement has been finalized, a copy of the student's notification form will be sent to the University Supervisor. Once the initial placement has been finalized, any placement changes must be coordinated through the Professional Education Services Office, 3464 HC. Please do not assume that changes can be made after the Internship commences since this is strictly prohibited in some school systems.

CHANGES IN INTERNSHIP STATUS: Please contact the Professional Education Services Office as soon as you are notified of any changes that would affect Internship placement or fulfillment of Internship requirements so that late placements and/or withdrawals can be avoided.

