

October 1, 2009

Dear Teacher Candidate Internship Applicant:

Congratulations on having reached this point in your teacher preparation program. The Teacher Candidate Internship is the capstone experience to becoming a licensed professional teacher and we want to do everything possible to assist you in successfully meeting that goal. To be eligible to apply for your internship, you must: 1) be **ADMITTED** into the Teacher Education program, 2) have passed Praxis I or approved scores on SAT or ACT, 3) be in the process of completing all remaining coursework **except** your internship, and 4) be meeting the continuance requirements of your program. Passing scores for Praxis II, VCLA, and VRA (where applicable) must be on file with the Office of Teacher Education Services (Education Building, Room 152) **prior** to the **Orientation Meeting** for your student teaching internship Fall 2010.

To expedite the processing of your **application for a Fall 2010 teacher candidate internship placement**, please follow these requirements:

- Submit application by **MARCH 15, 2010**. **Candidates applying for a placement in Fairfax County, the application is due by JANUARY 31, 2010. LATE APPLICATIONS WILL NOT BE ACCEPTED.**
- The **Advisor Approval form** attached to the application **MUST** be completed and signed by your advisor to ensure you are meeting all requirements and that in fact you are ready to begin the internship. *Make sure to list the correct course number and credit hours of the Teacher Candidate Internship course required for your program.*
- Candidates may not be placed at a school where a relative attends or works. Candidates must disclose this information on the internship application. If a candidate is found to be at school where a relative attends or works, the candidate will be removed and will complete the internship experience the next available semester.
- Complete and sign the Old Dominion University Authorization for Release of Disciplinary Records form.
- **You must attend the Orientation Meeting.** For all candidates who are in the Hampton Roads area, it will take place on campus, Wednesday, August 18, 2010 from 8:30am – 4:00pm AND Thursday, August 19 from 8:30am - 1:00pm, in Webb Center, Hampton/Newport News Room. Lunch will be provided on Wednesday. Attendance is mandatory. **You will be withdrawn from your internship, if you do not attend.**
For all Distance Learning candidates, outside of the Hampton Roads area, the orientation will be televised at your local community college or higher education center, Wednesday, August 18, 2010 from 5:00 – 8:00pm, and Thursday, August 19 from 5:00 – 8:00pm. Please notify your site that you will be attending. **Attendance is mandatory. You will be withdrawn from your internship, if you do not attend.**
- **Passing scores on Praxis II, including individual sub-test scores on the back page, the Virginia Communication and Literacy Assessment, and the Virginia Reading Assessment for Pk-3, pk-6 and special education programs must be on file with the Office of Teacher Education Services (Education Building, Room 152) prior to the start of the student teaching orientation.**
- Please activate and check your ODU student e-mail account. **All official correspondence will be sent via ODU e-mail.**
- A copy of TB test results, completed within one year of the beginning of your Teacher Candidate Internship experience is required by all school districts. **DO NOT submit the test results to the TES office.** You may be asked to turn in a copy of your test results to the administrator of your assigned school.
- The updated **2009-2010 Teacher Candidate Internship Handbook** will be available after August 1, 2009. Download at http://education.odu.edu/tes/pdf/2009_2010HandbookTCI7152009.pdf. Print it by using your ODU free printing services on-campus or at your distance learning site.
- Please review the list of school districts requiring the [criminal background](#) and the [ODU Policy on Background Checks](#) which are available on the TES Website under [Student Resources](#). This must be submitted prior to beginning your internship.

After reviewing your application and your academic record, you will receive an email notification of your internship placement. It's imperative that you **continue to meet all GPA and program requirements, since your academic progress will be reviewed again at the end of the current semester.**

Please call Dr. Leigh Butler, 757-683-6448, if you have any questions concerning this application process, or email her at lbutler@odu.edu.

Sincerely,

Leigh L. Butler

Leigh L. Butler, Ph. D.
Director

OFFICE OF TEACHER EDUCATION SERVICES
APPLICATION FOR
TEACHER CANDIDATE INTERNSHIP

DO NOT WRITE IN THIS SPACE
Approved _____ Date Processed _____
Licensure Areas: _____
GPA: _____
PRAXIS Exam: _____

Print all information.

Last Name First Name Middle Name Area Code/ Telephone Numbers (home & work)

Address: Street City State Zip

Male () Female () Date of Birth UIN: ODU E-mail:

Semester/Year for teacher candidate internship Teaching Endorsement Area:

Permanent home address Street City State Zip

Teacher candidates MAY NOT be placed in the same school where a person they are related to attends or works. List below the name of the school(s) that should not be included in your request for placement on the "Placement Information Sheet":

I agree to report to the schools to which I am assigned. I assume the responsibility for reporting any change in my teacher candidate internship plans to the director of teacher education services in sufficient time to prevent inconvenience to school personnel. I understand that final approval of this application will be made by my major department chair and the director of teacher education services after a review of my transcript prior to the beginning of my internship semester. I certify that I have never been convicted of a felony, nor have I ever had a teaching license revoked or suspended by another state.

Signature of Teacher Candidate Date

PLEASE DO NOT WRITE BELOW THIS LINE

SCHOOL DIVISION DATES

SUGGESTED SCHOOL AND/OR TEACHERS

PLACEMENT REQUESTED IN:

Elementary School () Special Education ()
Middle School () Library/Media ()
High School () Other ()

COMMENTS

SCHOOL DIVISION DATES

SUGGESTED SCHOOL AND/OR TEACHERS

PLACEMENT REQUESTED IN:

Elementary School () Special Education ()
Middle School () Library/Media ()
High School () Other ()

**TELETECHNET TEACHER CANDIDATE INTERNSHIP
PLACEMENT INFORMATION SHEET**

RETURN this sheet with your Application for Teacher Candidate Internship to your Site Director.

NAME: _____ UIN: _____

Teletechnet Site: _____ #: _____

This form provides information regarding Teacher Candidate Internship placement and licensure grade levels for students in our teletechnet teacher preparations programs. **If a choice indicated by the word "Or" is shown in the placement column for your program, please CIRCLE your choice.**

<u>Program</u>	<u>Licensure Grade Levels</u>	<u>Placements</u>
Master's Degrees in: Special Education: ED, LD, MR Please circle endorsements.	K-12	Elementary (14 weeks) Or Middle Or High School (14 weeks) (Circle one)
Master's Degree:	PreK-6	PreK-6 Elementary (14 weeks)
Licensure Only	All	14-week Placement
MCTP Identify Program and Content Area: _____ _____	6-8 6-12 PreK-6	Active Duty/Retired: One 6-week placement at appropriate level Dependent: One 10-week Placement at appropriate level

Indicate Teacher Candidate Internship Semester/Year: Fall Semester _____ Spring Semester _____
(Make sure to register for the Internship Seminar Course of your respective program.)

Please indicate your choice(s) for placement:

1) _____
Name of School District _____ Name of School _____

City _____ State _____ Zip Code _____

2) _____
Name of School District _____ Name of School _____

City _____ State _____ Zip Code _____

For Special Education Placement, please not the endorsements: ED _____ LD _____ MR _____

Practicum Completion:

Date: _____ Grade Level(s): _____ School: _____





ADVISOR APPROVAL FOR TEACHER CANDIDATE INTERNSHIP

This form must be completed and signed in consultation with the academic program advisor/site director prior to submitting this application. Schedule an appointment with your academic program advisor/site director prior to the deadline, as indicated on the cover letter.

_____ has completed or is currently enrolled in the necessary program prerequisites for Teacher Candidate Internship. She/He currently maintains an overall grade point average of _____ graduate/undergraduate/licensure only (please circle one), and a _____ grade point average in their major. The Teacher Candidate has achieved the following assessment scores as prescribed by the Virginia Board of Education:

Praxis I and II, VRA (if required for your program), and VCLA passing scores must be on file prior to starting the Teacher Candidate Internship.

Praxis I (or equivalent SAT/ACT): Reading: _____ Writing: _____ Mathematics: _____ Composite: _____

Praxis II: _____ VCLA: _____ VRA: _____ Child Abuse & Neglect Training: _____

List courses in progress or needed to complete the degree/licensure requirements and identify the semester of enrollment. These courses must be successfully completed prior to starting the student teaching internship semester. Please contact the TES office if you plan to withdraw at any time, (757) 683-3231.

Table with 4 columns: COURSE, SEMESTER, COURSE, SEMESTER. Rows 1-5 on the left, rows 6-10 on the right.

Master's Degree Students COMPREHENSIVE EXAM: _____

Register 30 days in advance, not later than: _____

Date of Comprehensive Exam: FALL _____ SPRING _____ SUMMER _____

Students not enrolled the semester in which the Comprehensive Exam is taken, then, they must register for GRAD 999, 1cr. For more information regarding the comprehensive exam, visit your academic department's website.

Are there any major content or professional education courses with a grade below C-? If so, what is the course and what is the plan for retaking the course before the Teacher Candidate Internship?

The Professional Portfolio must be completed and submitted during the teacher candidate internship semester. This requirement must be completed in order to receive a Passing grade for the internship.

FMI: http://education.odu.edu/tes Then, click on "student resources" and scroll down to "Professional Portfolio."

FMI on the electronic portfolio, go to: http://c1.livetext.com

I, _____ have read the cover letter and understand that I must attend the TWO-DAY Orientation Meeting, in order to be approved for student teaching.

Signature of Teacher Candidate _____ Date _____

Anticipating the successful completion of the current semester and the above plan, I recommend this candidate for the Teacher Candidate Internship.

Signature, Teacher Candidate _____

Date _____

Signature, Academic Advisor _____

Date _____

**OLD DOMINION UNIVERSITY
DARDEN COLLEGE OF EDUCATION**

**INTERNSHIP AND PRACTICUM
BACKGROUND CHECKS**

All Virginia school divisions are now required by state code to obtain background checks on their employees. Some school divisions are also beginning to require similar background checks for their teacher candidates and other school interns. However, Virginia colleges and universities, including Old Dominion University, are not authorized by state code to require background checks of their teacher education candidates and other school interns as a condition for admission or participation in field experiences in the PREK-12 schools.

ODU will be glad to inform candidates that the school division where they will complete their practicum or internship requires a background check and provide them with the name of a school division contact that can help them through the process. Teacher candidates and other school interns are responsible for submitting the application and the appropriate fee to the school division. Results must be sent directly to the school division for its review. ODU cannot pay background check fees, process applications, receive results, or determine/recommend that a candidate meets an individual school division=s criteria.

NOTE: Candidates in the Early Childhood program complete one practicum in the Child Study Center and must have a background check to meet the requirements of the Virginia Department of Social Services, which licenses the program. Candidates are responsible for the background check fee. The director of the Child Study Center processes the applications, receives the results, and maintains files for VDSS audit. In this instance, the Child Study Center functions in a role similar to that of a school division.

Other ODU professional education programs with practicum or internship sites at external agencies or programs that require background checks operate in a similar manner.