

May 27, 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 be **ADMITTED** into the Teacher Education program, have passed Praxis I or approved scores on SAT or ACT, be in the process of completing all remaining coursework **except** your internship, and be maintaining the continuance standards 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 of the student teaching internship.**

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

- ➔ Submit application by **SEPTEMBER 15, 2009**. Candidates applying for a placement in **Fairfax County**, the application is due by **AUGUST 15, 2009**. **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, January 6, 2010 from 8:30 AM – 4:45 PM AND Thursday January 7, 2010 from 8:30 – 1:00 p.m. 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 **You will be withdrawn from your internship, if you do not attend**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, January 6, 2010 from 5:00 – 8:00 pm, and Thursday, January 7, 5:00 – 8:00 pm. 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/2008_2009HandbookTCI.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

Special abilities and interests

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

I agree to report to the school(s) 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 ()

SCHOOL DIVISION DATES

SUGGESTED SCHOOL AND/OR TEACHERS

PLACEMENT REQUESTED IN:

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

PLACEMENT INFORMATION SHEET

(Return this sheet with your Application for Teacher Candidate Internship)

This sheet provides information regarding Teacher Candidate Internship placement and licensure grade levels for students in our various teacher preparation 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>
Bachelor's Degrees in: English, History, Biology, Chemistry, Geology, Physics, Math, Technology Ed.	6-12	Middle School (14 weeks) or High School (14 weeks)
Marketing Education	6-12	Middle School (14weeks) or High School (14 weeks)
Bachelor's Degrees in: Art, Dance, Foreign Languages, Theatre, Music: Instrumental or Vocal	K-12	Elementary (7 weeks) and Middle or High (7 weeks)
Health & Physical Education	K-12	Elementary (7weeks) and Middle School (7weeks)
Master's Degrees in: Special Education* (ED, LD, MR, SPH), Speech Language Disorders	K-12	Elementary (7 weeks) and Middle or High (7 weeks)
Early Childhood Special Ed	Early Childhood	Early Childhood (14 weeks)
Early Childhood	K-3	14 weeks
Master's Degree: Middle School Education Content areas: _____ & _____	6-8	Middle School (6-8) (14 weeks)
Master's Degree in Secondary Ed	6-12	Middle School (14 weeks) or High School (14 weeks)
Library Media Specialist	K-12	Elementary (14 weeks) or Secondary (14 weeks)
Master's Degree in Elementary Education	PreK-6	14 weeks (Only in 1 primary, or 1 upper elementary or 1 middle grade 6)
Non-degree Licensure Only	All	14 week placement
Student Teaching with School District Contract(candidates who receive an offer of employment)	All	14 week placement
MCTP Identify Program: _____	6-8 6-12 PreK-6	Active Duty/Retired: 1-6 weeks placement at appropriate level Dependent: 1-10 weeks placement at appropriate level

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

PLEASE CIRCLE YOUR CHOICE OF SCHOOL DIVISION:

Chesapeake, Hampton, Newport News, Norfolk, Portsmouth, Suffolk, Virginia Beach, Isle of Wight, Department of Defense Dependents Schools

Other: _____

NAME: _____ UIN: _____ REQUESTING: School: _____

Grade Level: _____ Teaching Endorsement Area: _____

* If Special Education with 2 Endorsements:

2nd School requested: _____ Grade Level: _____

Practicum: Date: _____ Grade Level: _____ 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 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 and 6-10.

COMPREHENSIVE EXAM for specific master's degree Program: _____

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

Must earn a minimum B grade in ECI 536 and/or ESSE 679 (or for any other graduate-level practicum course).

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 _____



NORFOLK PUBLIC SCHOOLS STUDENT TEACHER OR PRACTICUM PLACEMENT REQUEST FORM

To be completed by **student teacher** or **practicum student** and submitted through the education department.

TYPE OF REQUEST: _____ DATE: _____

Please print the following information clearly.

NAME: _____

LOCAL ADDRESS: _____

PHONE(day)_____ (night) _____

CELLULAR PHONE # _____ EMAIL : _____

COLLEGE or UNIVERSITY _____ NUMBER OF CLOCK HOURS _____

BEGINNING DATE _____ ENDING DATE _____
MM/DD/YY MM/DD/YY

GRADE LEVEL/SUBJECT(1ST PLACEMENT) _____

GRADE LEVEL/SUBJECT(2ND PLACEMENT) _____

DEGREE SEEKING (Please Check) _____ Bachelor's _____ Master's _____ Licensure Only

TRANSPORTATION: Car___ Bicycle___ Bus___ Other___ Car pool with _____

1. I understand that **CONFIDENTIALITY** can be a legal/professional requirement in certain circumstances; I agree to observe all applicable rules.
2. I will be responsible for contacting the building principal or the main office at least one week prior to beginning my placement.
3. I have attached a summary of course requirements.
4. I will notify my cooperating teacher/school if I am ill or otherwise unable to attend.
5. I have verification of a negative tuberculin skin test taken within the last three years.
6. I have not been convicted of a violation of law other than a minor traffic violation.
7. I have no criminal charges or proceedings pending against me.
8. I have not been convicted of any offense involving sexual molestation, physical or sexual abuse, or rape.
9. I understand that failure to comply with these conditions can result in **CANCELLATION** of the assignment.

SIGNATURE: _____ DATE: _____

TO BE COMPLETED BY THE DEPARTMENT OF HUMAN RESOURCES ONLY	
1 ST Placement _____	Date _____
2 nd Placement _____	Date _____

Attn: Director of Student Teaching
Please return to Norfolk Public Schools,
Dr. Lynne Meeks, Dept. of Human Resources,
Norfolk, VA 23510

**NORFOLK PUBLIC SCHOOLS
VOLUNTEER ACKNOWLEDGMENT FORM
FOR FIELD EXPERIENCE PLACEMENT**

Please Print

Name: _____

Address: _____

Phone: _____ Cellular Phone: _____

College or University: _____

Beginning Date: _____ Ending Date: _____

Through the execution of this document, I do hereby acknowledge that my field experience placement with Norfolk Public Schools is voluntary and does not make me an employee of Norfolk Public Schools. I also acknowledge that I will not, under any circumstances, be eligible for Workers' Compensation benefits in the event I am injured out of my teaching experience.

I am currently enrolled in a private health/accident insurance plan ____yes ____no

Name of Plan: _____

Name of Subscriber: _____

Subscriber's Address: _____

Enrollment No: _____

It is my understanding that where other accident insurance is not available, I may be subject to coverage under a volunteer liability policy secured by Norfolk Public Schools, but this policy provides limited protection from both personal liability and injury claims arising out of this teaching experience.

Signature: _____ Date: _____

Witness: _____ Date: _____

OLD DOMINION UNIVERSITY DARDEN COLLEGE OF EDUCATION

TEACHER CANDIDATE BACKGROUND CHECKS

Policy

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/practicum/internship candidates. However, Virginia colleges and universities, including Old Dominion University, are not authorized by state code to require background checks of their teacher education and counseling candidates as a condition for admission or participation in field experiences in the K-12 schools.

Procedure

Old Dominion University will provide information for candidates that the school division where they will complete their field experiences requires a background check and provide them with the name of a school division contact who can help them through the process. Teacher candidates 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 student teacher 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.