



School Division Acknowledgement of Hiring an
OLD DOMINION UNIVERSITY STUDENT TEACHER CANDIDATE

Please complete all information requested below. The teacher candidate must complete Part I and attach the Old Dominion University Mentor Option policy. The School Division completes Part II and III. The Old Dominion University Student Teacher Candidate is responsible for returning this signed form to the Office of Teacher Education Services, 757-683-3348, Education Building, Room 152 to confirm Mentor Option assignment.

Part I: Student Teacher Candidate Information

Full Name: Last First M.I.
Address: Street Address Apartment/Unit #
City State ZIP Code
Home Phone: E-mail:
Social Security Number: UIN: DOB:

Part II: Teaching Position Offered to Student Teacher Candidate

Title and Grade Level: School Name:
Principal: School Division:
Phone: E-Mail:
Mentor Teacher Grade Level:
Phone: E-Mail:
Start Date: Salary:

Part III: School Division Acknowledgement

Full Name of Authorized Official: Last First M.I.
Address: Street Address Apartment/Unit #
City State ZIP Code
Position Title: Phone:

As the school division authorized official, I acknowledge that I have received the Old Dominion University policy on hiring a Student Teacher Candidate under the Mentor Option and agree that the school division will abide by this policy.

Signature: Date:

**Old Dominion University
Darden College of Education
Office of Teacher Education Services and Advising**

TEACHER CANDIDATE INTERNSHIP MENTOR OPTION

Policy

The faculty and staff of the Darden College of Education are committed to providing Old Dominion University candidates with an approved teacher education preparation program that prepares teacher candidates for a successful experience as a licensed teacher. A vital component in the teacher education preparation program is the teacher candidate internship experience. Old Dominion University (ODU) is aware of the challenges facing our cooperating school divisions in meeting their needs for qualified teachers. As a result, we recognize that on occasion our teacher candidates will be invited to assume a teaching position prior to the completion of the teacher candidate internship experience.

The purpose of this option is to allow ODU teacher candidates to accept a full time teaching contract when offered at the time they are to begin student teaching. This option allows the teacher candidate to participate in and receive credit for their student teaching requirement. ***This option is not allowable for candidates who are already teaching under a provisional license.*** Old Dominion University teacher candidates must meet the following criteria in order to be approved for the Teacher Candidate Internship Mentor Option:

- Must be approved by the Director of Teacher Education prior to accepting the full time teaching contract.
- Passing scores of Praxis I (or equivalent SAT or ACT scores) and Praxis II.
- Passing scores on the Virginia Reading Assessment (when required).
- Passing scores on the Virginia Communication and Literacy.
- **All** course work must be completed, as outlined on the respective teacher education approved program - including content and professional courses.
- Must meet **GPA requirements** for the Old Dominion University teacher education approved program.

Procedure

ACADEMIC DEPARTMENT'S REQUIREMENT FOR THE TEACHER CANDIDATE INTERNSHIP MENTOR OPTION:

- Candidates must complete and submit by the established deadline the teacher candidate internship application for placement.
- Candidates must inform the school division's human resources hiring personnel of this policy and provide the representative with a copy of the policy.
- The school division human resources hiring personnel must **complete and sign** the *School Division Acknowledgement of Hiring an Old Dominion University Student Teacher Candidate* form. This form acknowledges that the school division understands that the teacher candidate:
 - a) is completing the student teaching internship as required by the respective program;
 - b) must be assigned a mentor to work collaboratively with the University Supervisor and conduct all evaluations; and
 - c) must meet all ODU Teacher Candidate Internship requirements and functions to receive a Pass grade in the student teaching component, as outlined in the approved teacher education program.

**Old Dominion University
Darden College of Education
Office of Teacher Education Services and Advising**

Procedure (continued)

- Candidates meeting this **Policy** criteria, *Teacher Candidate Internship Mentor Option*, must complete the *Request for the Teacher Candidate Internship Mentor Option* form and submit it, along with the signed *School Division Acknowledgement of Hiring* form, to the Director of Teacher Education Services and Advising, 152 Education Building. When the request is approved, candidates must enroll in their required academic department's teacher candidate internship course number listed in their respective curriculum program sheet.
- The candidate **may now accept** the contract offered by the school division. A copy of the signed contract must be submitted to the Office of Teacher Education Services and Advising, 152 Education Building.
- The Old Dominion University licensure and field placement specialist will work with the human resources specialist in the school division offering the contract for the position to ensure that the candidate (now called an intern), will be allowed to complete his/her teacher candidate internship experience while working in the assigned position. Further the school division understands:
 - a) that the intern is completing the student teaching component as outlined in the Old Dominion University approved teacher education program;
 - b) that the school division will submit a request for a nonrenewable provisional license to be issued by the Virginia Department of Education (where applicable);
 - c) that a teacher on a continuing contract in the same area of endorsement is assigned as mentor to the intern.
- The mentor will function as the clinical faculty and will conduct a minimum of 6 observations. The mentor will do formative evaluations of the intern, will collaborate with the intern to develop lesson plans, will meet and discuss the intern's progress with the assigned University Supervisor, will be paid a stipend by Old Dominion University, and earn licensure recertification points as a clinical faculty (as designated in the Virginia Department of Education Recertification Policy).
- In addition to working with the assigned mentor, the University Supervisor will communicate with the building administrator who is assigned to evaluate the intern (provisional teacher). The University Supervisor and the administrator will collaborate regarding the evaluation (grade) of the intern/teacher.
- Teacher Candidates will be required to meet all requirements of the teacher candidate internship experience and the internship seminars. This includes attending all seminars, developing approved lesson plans, maintaining a journal, submitting reflective evaluations, and developing and submitting the impact on student learning unit and the professional portfolio.

**Old Dominion University
Darden College of Education
Office of Teacher Education Services and Advising**

REQUEST FOR TEACHER CANDIDATE INTERNSHIP MENTOR OPTION

Date of Request _____

Dear Dr. Butler:

I meet the requirements necessary to enroll in my teacher education department's teacher candidate internship course under the Mentor Option.

- I have completed all of the content and professional courses required in the approved program for licensure.
- I have earned passing scores on Praxis I, Praxis II, Virginia Communication and Literacy Assessment, and Virginia Reading Assessment (when required).
- I have been awarded a full time teaching contract or other position (when required) in my area of endorsement by a school division.
- I have earned a GPA of at least 2.75 in my undergraduate OR licensure only teacher education program (*and have earned at least a B grade in ESSE 679, when required*).
- I have earned a GPA of at least 3.00 in my master's with initial licensure program and at least a B grade in my graduate practicum course (where applicable).

I understand that when the request is approved I must enroll in the department's teacher candidate internship course and that I must notify the Licensure and Field Placement Specialist in writing of my intent to participate in the Teacher Candidate Internship Mentor Option. I will further provide the details of my position to coordinate the necessary arrangements for supervision and mentorship. Mail to: TES, 152 Education Building, Norfolk, VA 23529

Sincerely,

Signature of Intern

Program

Print Name of Teacher Candidate

Telephone Number

University Identification Number (UIN)

Approval:

Leigh L. Butler, Ph.D.
Director of Teacher Education Services

Date