



# Trinity

## **TEACHING INTERNSHIP APPLICATION PACKET**

*v. February 2017*

### **Due Date for Fall 2017 Internships:**

**March 20, 2017 – Application Reviewed and Signed by both Candidate and Advisor**

*Please note that many of the required documents must be signed by the candidate and his/her advisor. A candidate must make arrangements in advance with the advisor to review the packet and obtain the necessary signatures. The candidate should submit the completed packet to the advisor. Partially completed packets will not be accepted. **A late packet may result in the candidate not being approved for enrollment in the following semester's internship.***

**TRINITY UNIVERSITY**  
**SCHOOL OF EDUCATION**  
**125 MICHIGAN AVENUE, NE**  
**WASHINGTON, DC 20017**

**202 884-9555 office**

**INSTRUCTIONS FOR COMPLETING THE TEACHING INTERNSHIP  
APPLICATION PACKET**

Welcome to this next stage of your degree program and accomplishments!

**Deadlines:** All candidates in teacher education programs must successfully complete an internship as a requirement for program completion. In order to be approved for an internship, candidates must submit a completed Teaching Internship Application Packet by March 20, 2017 for an internship in the following Fall 2017 semester.

**Concurrent Enrollment:** Candidates enrolling in the internship must also enroll in EDTE 689, the three-credit-hour seminar that accompanies the internship.

**Prerequisites:** Prior to being approved for the internship and seminar, candidates in Early Childhood or Elementary Education must have qualifying scores on the Internship Readiness Assessment; candidates in Secondary English, Secondary Social Studies, Special Education, or Teaching of English to Speakers of Other Languages (TESOL) must have qualifying scores on the Comprehensive Examination.

Candidates must have successfully completed all General Education Requirements.

Candidates must have successfully completed all program core and specialization courses, with grades as required in the catalog and School of Education policies.

**Next Steps:** Once the Application Packet is complete, your advisor will review potential placement sites. Once all prerequisites are met, the placement site will be determined/approved.

**Packet Contents:**

A completed Internship Application Packet includes:

1. A completed *Internship Application Form* (pages 3-8, including *Appendix A Criminal History Disclosure Statement* and *Appendix B Current Resume*)
2. A completed General Education Worksheet

3. A completed Program of Study
4. *TB test results*, which may be submitted within four weeks after Application Packet is submitted (see page 5)
5. If the candidate is not employed or previously cleared by the school district in which the candidate will fulfill the internship, the candidate will need a national background check. An FBI/National Criminal History Background Check may be submitted within four weeks after the Application Packet is submitted. (See page 5.) Information on how to obtain this background check is available in the EDU hall (Trinity Main Building 3<sup>rd</sup> floor).
6. Indication of Liability Insurance coverage (if employed, by School). If the candidate is not covered by their school, information on how to obtain coverage is available in the EDU hall (Trinity Main Building 3<sup>rd</sup> floor). Forrest T. Jones and Company [www.ftj.com](http://www.ftj.com) and many Professional Associations, such as the International Reading Association and others, offer liability insurance for interns (student teachers).

***Please note that many of the required documents must be signed by the candidate and his/her advisor.*** A candidate must make arrangements in advance with the advisor to review the packet and obtain the necessary signatures. The candidate should submit the completed packet to the advisor. Partially completed packets will not be accepted. ***A late packet may result in the candidate not being approved for enrollment in the following semester's internship.***

**Internship Location:** Trinity University makes all internship placements. Your advisor will seek candidate input regarding preferences and consider factors such as travel time. However, placements are finalized on the basis of school need, teacher and classroom availability, the professional development needs of the candidate, and guidelines and requirements set by accreditation and licensure bodies.

If a candidate seeks to complete the internship in his/her place of employment, your advisor will research whether such a placement meets certification and program guidelines. In addition, if a candidate seeks to complete the internship at her/his place of employment, but was not employed in the same position/grade level and at the same location at the time this application packet was submitted, the candidate must immediately inform the advisor and provide the necessary information for the placement to be research and approved. If this information is not provided in a timely manner, and/or the placement is not approved, the candidate may be placed in a school with an appropriate internship slot, as available.

Please contact your advisor with questions about the Teaching Internship packet.

# Teacher Internship Application

## Candidate Contact Information

Candidate Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_

Anticipated Semester for Internship: \_\_\_\_\_

## Major

Early Childhood Education Secondary Education Social Studies

\_\_\_\_\_

Elementary Education Special Education

\_\_\_\_\_

Secondary Education English TESOL

\_\_\_\_\_

## **Internship Readiness Assessment/Comprehensive Examination:**

If not yet taken or successfully completed, scheduled date: \_\_\_\_\_

Date Successfully Completed: \_\_\_\_\_

Notes:

## **Licensure Examinations**

**Note: See the OSSE website for up-to-date information and also the dates through which older examinations previously taken will be accepted!**

[http://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/PRAXIS%20EACHER%20TESTING%20FLYER\\_2013-14.pdf](http://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/PRAXIS%20EACHER%20TESTING%20FLYER_2013-14.pdf)

**Test Scores Required for Admission to EDU: Please indicate the test type, passing scores, and dates that passing scores were achieved. Circle the test type.**

Praxis I, SAT, ACT or GRE	Score (Date Achieved)	Praxis I or GRE	Score (Date Achieved)	Praxis I, SAT, ACT or GRE	Score (Date Achieved)
Reading: _____	( )	Writing: _____	( )	Math: _____	( )

**Test Scores Required for Licensure but Optional Prior to Internship: PRAXIS II  
SUBJECT ASSESSMENTS**

Subject	Test Name	Code	Req'd Score	Your Score	Date Achieved
Early Childhood (PreK – 3)	Content Knowledge	0022 / 5022	165		
	Principles of Learning and Teaching: Early Childhood	0621/ 5621	157		
Elementary (1-6)	<p><b>*NEW* Elementary Education Multiple Subjects and the pedagogy exam</b>  <b>First-time test takers: (0031/5031)</b>                      - The first time you sit for this content knowledge exam, use the <b>0031 or 5031 code</b>. Must meet minimum scores in the required score column for each subject area subtest.</p> <p><b>Sub-test codes for retakes only</b> – use the codes below to retake one or more subtest(s) to achieve the minimum score(s):                      - Reading/Language Arts (5032)                      - Mathematics (5033)                      - Social Studies (5034)                      - Science (5035)</p> <p><b>Pedagogy:</b>                      Principles of Learning &amp; Teaching: Grades K-6                      (0622/5622)</p>		Reading/LA: 165 Mathematics: 164 Social Studies: 155 Science: 159  Reading/LA: 165 Mathematics: 164 Social Studies: 155 Science: 159  160		

Secondary English (7-12)	<b>*NEW*</b> Content Knowledge (5038)  Principles of Learning & Teaching: Grades 7-12 (0624/5624)		167  157		
Secondary Social Studies (7-12)	Content Knowledge (0081/5081)  Principles of Learning & Teaching: Grades 7-12 (0624/5624)		155  157		
Special Education: Non-Categorical (K-12)	Core Knowledge & Applications (0354/5354)  Principles of Learning & Teaching**	0354 / 5354	151		
TESOL (K – 12)	English to Speakers of Other Languages (0361)  Principles of Learning & Teaching**		141		

**\*\*For K-12 Licensure Areas (except foreign language), applicants must successfully pass ONE of the Principles of Learning and Teaching (PLT) exams that most closely matches grades levels to be/being taught. The PLT exams and passing scores are as listed on the OSSE Website:**

Exam	Exam Code	Passing Score	Previous Exam Code	Passing Score
Principles of Learning & Teaching: Early Childhood	0621/5621	157	0521	169
Principles of Learning & Teaching: Grades K-6	0622/5622	160	0522	168
Principles of Learning & Teaching: Grades 5-9	0623/5623	160	0523	165

Principles of Learning & Teaching: Grades 7-12	0624/5624	157	0524	162
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### General Education Requirements

General Education Requirements must be completed prior to teacher internship. **Attach a current copy of the candidate's general education worksheet.** Signature and date from both the applicant and advisor are required. If the candidate has not completed all prerequisites, the internship will be delayed until proof of completion is provided.

**For any prerequisite courses marked Not Completed, please indicate the courses needed and the expected completion date on the following table.**

Prerequisite Courses	Courses Needed	Anticipated semester of completion	Additional notes
General Education Requirements			
Core Courses			
Educational Methods Courses			
Secondary Education Subject Area Courses			

### School Requirements (prior to beginning the placement)

Requirement	Date Completed
Tine test or chest x-ray	_____ (Copy should be attached.)
School districts will require a current arrest and criminal history record before allowing candidates to intern in schools. Costs of such background checks are incurred by candidates.	_____ I am currently employed and have completed the necessary background check by _____ (name of school district) effective _____ (date)



	<p>_____ I have initiated a Federal criminal background check on _____ (date) and will submit a copy to EDU</p>
<p>If you are not the Teacher of Record, you must provide evidence of personal liability insurance. Information is available in the EDU hall (Trinity Main Building 3<sup>rd</sup> floor) or see <a href="http://www.ftj.com/EDUC-ProLiability.com">www.ftj.com/EDUC-ProLiability.com</a></p>	<p>_____ My school provides liability coverage</p> <p>_____ I am applying for liability insurance and will submit a copy to EDU</p>

### Internship Site Preference

If you are currently employed as a teacher and seek to complete your internship in your place of employment, please complete the following.

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

School Telephone #: \_\_\_\_\_

Principal: \_\_\_\_\_

Principal Telephone #: \_\_\_\_\_

Principal E-mail: \_\_\_\_\_

Please detail the subject(s) and grade level that you currently teach: \_\_\_\_\_

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**Internship Location Preferences:**

If you are not currently employed as a teacher in your subject area and seek a placement, please complete the following.

Preferred  
County: \_\_\_\_\_ State: \_\_\_\_\_ Grade: \_\_\_\_\_

Do you have your own transportation? \_\_\_\_\_

Other notes, comments re: location preferences \_\_\_\_\_

**I certify that the information contained in this application is accurate.**

Candidate Signature:		Date:	
Advisor Signature:		Date:	

**TRINITY UNIVERSITY  
School of Education**

**Appendix A: Criminal History Disclosure Statement**

**This Criminal History Disclosure Statement is required and is a condition of your student teaching assignment.**

Have you been convicted of a crime (excluding non-jailable traffic offense)?

YES       NO

Have you received a disposition of probation before judgment for a crime (excluding nonjailable traffic offense)?

YES       NO

Have you received a disposition of not criminally responsible for a crime (excluding non-jailable traffic offense)?

YES       NO

If you answered “YES” to any of the above questions, explain in detail the specifics of the conviction(s) and/or disposition(s):

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Are you the subject of pending criminal charges (excluding non-jailable traffic offense)?

YES       NO

If you answered "YES" to any of the above questions, explain in detail the specifics of the pending charge(s):

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I DO SOLEMNLY DECLARE OR AFFIRM UNDER THE PENALITIES OF PERJURY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND THAT I AM THE APPLICANT WHOSE SIGNATURE APPEARS BELOW. I UNDERSTAND THAT MISREPRESENTATION AND/OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL AND THAT FAILURE TO DISCLOSE THE ABOVE INFORMATION CONSTITUTES PERJURY.

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please Print)

**TRINITY UNIVERSITY**  
**School of Education**

**Appendix B: Resume Format**

Please use the following resume format as a guide in writing your resume. Note that your resume may be sent to your teaching internship placement site as part of the confirmation of your assignment.

NAME

Address  
City, State, Zip

Phone  
E-mail Address

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**Employment Goal: To secure a position as a .....**

*BE SURE TO INCLUDE THE FOLLOWING INFORMATION, AS APPLICABLE, LISTING THE MOST RECENT ACTIVITY FIRST AND WORKING BACKWARDS*

**EDUCATION**

**EMPLOYMENT**

**HONORS**

**PROFESSIONAL EXPERIENCES**

**OTHER EXPERIENCES**

**CONFERENCES AND WORKSHOPS**

**PROFESSIONAL ORGANIZATIONS**

**SERVICE ORGANIZATIONS**