TO: All Teacher Intern Applicants for Spring Semester, 2018
FROM: The Office of Clinical Experiences
Dr. Tammy C. Brown, Director of Field Experiences and Clinical Practice
DATE: October 4, 2017
RE: Teaching Internship Requirements & Application Information

1. The beginning of your teaching internship for Spring Semester, 2018 will be the Professional Training Workshop, January 9, 2018 AND January 10, 2018. All teacher interns are required to attend the workshop. The workshop will begin at 8:30 a.m. on Tuesday, January 9, 2018 and conclude, January 10, 2018. The dress code for these days will be business casual. You will only receive correspondence concerning your internship through LiveText in January. You will receive further instructions through the educlinicaloffice@ua.edu email with specific directions, times, and locations for each workshop day. You should make plans to report to your assigned school from January 11th - April 27th. The internship is a full semester of college coursework. You will be required to attend meetings on campus throughout the week during the semester. Internship placements are made within a 50 mile radius of campus and take into consideration certification area(s), placement history, and many other factors. ANY and ALL special requests must be listed on the internship application and submitted by October 4, 2017 to be considered.

2. Teacher Interns are not to register for any additional courses along with their internship without permission and approval of the appropriate Department Head. This course must not be taken during the regular school day (7:30-4:00).

3. In order to qualify for your teaching internship you must meet all of the following criteria, if applicable:
   • Satisfactory completion of all methods and appropriate professional course work with a grade of "C" or better.
   • Completed all courses in your major(s) or have written permission from your advisor and Department Head to do your internship (See form CE #148).
   • Removal of all incomplete ("I") grades in required courses on your transcript.
   • Taken and passed the Praxis content exam, Principles of Learning & Teaching (PLT) exam, & ALL other required Praxis exams specified by your certification area. (104 Carmichael must have verification of passing score(s) no later than December 1, 2017).
   • The Alabama State Department of Education and the College of Education require all students to maintain ABI/FBI background clearance.
   • Successful mastery of required standards in all courses completed prior to internship and verification of these standards in LiveText.
   • Verification of 150 hours of field experience of which 90 hours are in a minimum of 3 hour increments.
• Complete the online degree application in mybama. (After logging in, go to the Student tab and click on the **Student Services** folder in the Banner Self Service channel located in the upper left-hand side of the screen. Then click on **Student Records** and finally, **Apply to Graduate**.) **This process should be completed by October 6, 2017.**

• Complete and print out the current Application for Alabama Certification (FORM NAL) at [http://www.alsde.edu/sec/tc/Lists/Publications/AllItems.aspx](http://www.alsde.edu/sec/tc/Lists/Publications/AllItems.aspx). This link will direct you to a list of alphabetical documents on the Alabama State Department of Education (ALSDE) website. Click on the link titled Alabama State-Approved Program Approach. You will need to click on the Application Form NAL link to complete the certification application online. Print it out, and then manually sign the Form NAL. Other than your signature, everything must be filled out electronically. Interns should complete the Application for Certification and submit it at the workshop on **January 9, 2018** or sooner. All questions should be addressed to 104 Carmichael.

**All Alternative Class A Students:**

• Alternative Class A students must have been admitted to the graduate school.
• Alternative Class A students must have completed all undergraduate deficiencies.
• Alternative Class A students must have their 12 hours in their teaching field completed prior to internship.
• Alternative Class A students must have an overall 3.0 GPA in all graduate work attempted.

**All Undergraduate and IPG Students:**

• All Undergraduate and IPG students must be admitted to the Teacher Education Program (TEP).
• Undergraduate and IPG students must have a minimum of 2.75 overall GPA on all work attempted at UA and UA plus transfer.
• Undergraduate and IPG students must have a 2.75 on:
  - work completed on campus in your teaching field,
  - work completed on campus and off campus (combined) in your teaching field, and
  - work completed in all professional education courses.

4. If you do not meet one or more of the requirements listed in item #3, you will not be permitted to do your teaching internship. If you are unsure about the status of meeting requirements, go ahead and apply for your teaching internship, but **NOTIFY THE OFFICE OF CLINICAL EXPERIENCES IMMEDIATELY OF ANY CHANGES.** Even though our office will be working with 104 Carmichael in verifying the status of meeting your internship requirements, and will attempt to notify you by email if you have any deficiencies, **IT IS YOUR RESPONSIBILITY TO VERIFY THAT YOU MEET ALL REQUIREMENTS BY THE DEADLINE.** It is extremely important that you monitor your email on a regular basis and keep the Office of Clinical Experiences informed of any changes in your application status such as postponing your internship, changing your major, or withdrawing your application. You should also notify us immediately if you have a change of address, telephone number, or name changes.
5. **PLACEMENT INFORMATION:**

   - **Early Childhood (P-3)** interns will receive two internship placements in two of the following age ranges (birth – 3 years of age; 3-5 years of age; 5-8 years of age).
   - **Elementary Education (K-6)** interns will receive two internship placements in grades K-6. One placement will be in grades K-3 and one in grades 4-6 unless substantial field experience hours were completed prior to internship as determined by the Office of Clinical Experiences.
   - **Secondary Education (6-12)** interns with a comprehensive major may receive one or two internship placements in grades 6-12; interns with two secondary majors receive two placements or complete two internships (if unrelated certification areas).
   - **Special Education – Collaborative (K-12)** interns will receive two internship placements. One placement will be in grades K-6 and one placement will be in grades 6-12. Collaborative K-6 interns receive two placements in grades K-6 and collaborative 6-12 interns receive two placements in grades 6-12.
   - **Special Education – Early Childhood / General Early Childhood (P-3)** interns will receive two internship placements. One placement will be in an early childhood special education classroom (P-3) and a second placement in an early childhood (P-3) classroom. Internship placements are made in two of the following age ranges (birth – 3 years of age; 3-5 years of age; 5-8 years of age).
   - **P-12 programs**: Physical Education, Music Education, Gifted Education or ESL or P-12 Foreign Language Programs interns will receive two internship placements. One placement will be in grades K-6 and one placement will be in grades 6-12.
   - **MAP (P-6)** interns will complete a year-long internship and have a separate internship calendar. Interns receive one placement in a general education classroom grades (K-6) and a special education classroom in grades (K-6). In addition, interns will receive two internship placements in two of the following age ranges (birth – 3 years of age; 3-5 years of age; 5-8 years of age). (There may be rare situations where other types of assignments are made because students are out of sequence in their rotation of internship placements.)

6. All teacher interns must complete the **Biographical Data Form** and submit one electronic copy to the Office of Clinical Experiences via email (educlinicaloffice@ua.edu) by **5:00 p.m., October 13, 2017**. You will also upload a copy to your LiveText placement account. All Biographical Data Forms **MUST BE TYPED** and saved as a PDF titled last name, first name, Spring 2018, intern (ex. brown_tammy_spring2018intern). The picture **MUST BE SCANNED** onto the biographical data form. Your picture should be a minimum of 1 1/4" x 1 1/4" and a maximum of 2" x 2". Copies of your Biographical Data Form will be sent to your assigned school principal(s), cooperating teacher(s), college supervisor(s), and/or clinical master teacher(s). The biographical data form and instructions can be found at the [www.education.ua.edu](http://www.education.ua.edu) website (click “Office of Clinical Experiences” quick link, click “Forms” link, “Preparing for Your Internship” link). This will be the first impression the teacher and principal have of you as a teacher candidate. Therefore, you will need to have someone read and edit your forms prior to submission.
7. Please reserve **Wednesdays** from 4:00 to 6:00 and **Fridays** during school hours for edTPA Academy Sessions. After internship placements are made, you will be assigned **3 mandatory ½-day sessions** and **2 or 3 Wednesday sessions** to attend during January, February, and March.

8. Interns will receive teaching internship placements via the LiveText Field Experience Management (FEM) module. Through this module, interns will be connected to all applicable University supervisors and classroom teachers. All interns will be prompted to purchase the LiveText FEM module via an internal message within their personal LiveText accounts at a one-time cost of $15. This will be how each intern will receive his/her evaluations and the majority of communication from supervisors, classroom teachers, and the Office of Clinical Experiences during the internship semester.

9. If you have any questions or problems related to your internship application, please contact the Office of Clinical Experiences at educlinicaloffice@ua.edu.