March 31, 2020

Dear Spring 2020 Teacher Interns:

Thank you for your patience as you waited for an update. Once the state superintendent made the announcement that P-12 schools in Alabama would not re-open this spring, we began making plans to finalize requirements to ensure program completion and certification for all graduates.

After receiving more information and direction with regard to the internships and grading for spring 2020, it is important to note the following:

a. Internships with 2 placements, in which you registered for 2 separate courses, will receive separate credit for each one.

b. The first internship placement, for those with 2 or more internship placements, closed on Friday, March 6, 2020, and the grade will be assigned for that placement based on the grade sheet, CP 305.

c. The second internship placement for those with 2 or more internship placements will be P/F and will be based on your completion of all specific departmental requirements, professional requirements, and successful completion and submission of the TEP Portfolio.

d. Internships with one full semester long internship placement, such as secondary majors, will be able to choose the P/F OR the letter grade once all degree and certification requirements are met. Interns with a single placement should submit their departmental internship coursework as well as their TEP portfolio before deciding on a P/F or the letter grade from the CP 305 document in VIA.

Once all degree and certification requirements are met (including, but not limited to all required program coursework, successful submission of the TEP Portfolio, passing score on edTPA, passing scores on all required Praxis exams, confirmed GPA requirements, and approval and record of all documentation for internship requirements until March 13, 2020 in VIA) a letter grade or Pass/Fail will be assigned for the internship course and section.

Interns will not return to campus.

Interns will not be required to return to the P-12 classroom nor receive additional observations.

Interns will only be required to have updated time logs until March 13, 2020.

Any observations, evaluations, time logs, etc. completed prior to March 13, 2020 should be documented in VIA.

All other outstanding internship requirements with regard to observations, weekly review and planning forms, internship hours/days, and final internship meeting are waived for the remainder of the semester.

The Office of Clinical Experiences appreciates your patience and diligence as all stakeholders work together to ensure program completion and certification for all graduates. If you have any questions regarding the internship, please email the Office of Clinical Experiences and someone will contact you as soon as possible.

Sincerely,

Dr. Tammy C. Brown