

TEACHING INTERNSHIP COURSE OVERLOAD APPROVAL FORM

INSTRUCTIONS:

1. Student should complete form and take to their academic advisor during their advising session for recommendation only if courses are to be taken after the internship semester or during the teaching internship semester.
2. After advisor recommendation, the intern applicant should submit this form to their department chair. (Elementary, Secondary, Foreign Language, & ESL, Dr. Miguel Mantero; Special Education and MAP, Dr. Nicole Swoszowski; Music Ed, Dr. Carl Hancock; Kinesiology, Dr. Jonathan Wingo) by the last day of advising. Your Department Chair will deny or grant permission and submit this form to the Office of Student Services in 104 Carmichael.
3. The Office of Student Services will notify student if permission is not granted.

PLEASE PRINT

Student Name: \_\_\_\_\_

CWID: \_\_\_\_\_

Semester/Year of Internship: \_\_\_\_\_

Area (s) of Certification (Major): \_\_\_\_\_

Coursework that will be taken during the teaching internship (include independent study, correspondence, courses taken at other institutions, etc.). Courses MUST be taken after 4:00 p.m.:

<u>Course &amp; Section</u>	<u>Day of Class</u>	<u>Meeting Time</u>	<u>CRN#</u>

Coursework requested to be taken during Interim or Summer Semester or after the Teaching Internship Semester:

<u>Course &amp; Section</u>	<u>Day of Class</u>	<u>Meeting Time</u>	<u>CRN#</u>

Recommended by: \_\_\_\_\_

Comment: \_\_\_\_\_

Academic Advisor \_\_\_\_\_

Date \_\_\_\_\_

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Approved

Denied

Department Chair \_\_\_\_\_

Date \_\_\_\_\_

Verified and Documented by Office of Student Services 104 Carmichael

Registrar (Undergraduates and IPG) \_\_\_\_\_

(Date) \_\_\_\_\_

Director of Alt. Certification (Alt Masters) (Date) \_\_\_\_\_