TO: All Applicants for Fall 2023 Internship
FROM: The Office of Clinical Experiences
Dr. Tracy M. Windle, Director of Field Experiences and Clinical Practice
DATE: March 1, 2023
RE: Teaching Internship Requirements & Application Information

1. The beginning of your teaching internship for Fall Semester, 2023 will be the **Professional Training Workshop** followed by the **edTPA Seminar**. The EDU 400 and EDU 500 instructor will send you more information on the edTPA seminar session through email closer to the fall semester. All teacher interns are required to attend the scheduled sessions. The internship workshop will be held **August 23, 2023** from 8:00 am – 5:00 pm. Additional instructions will follow at the beginning of the fall semester in August. You will receive an agenda, internship calendar, and your placement(s) at the workshop. You should make plans to report to your assigned school after the workshop. The final day of internship will be **December 8, 2023**. 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.

2. All Fall interns must register for **EDU 400** (undergraduate) or **EDU 500** (graduate), to be taken concurrently with Internship. **Elementary majors** must register for section **001**. **All other content area** interns will register for section **002**. This seminar course serves as a support mechanism to facilitate reflection and performance assessment through regularly scheduled seminars during the Internship. EDU 400/500 is a one-hour course with mandatory attendance during school hours. The edTPA Orientation Session will be held on **Friday, August 25, 2023**. Additional mandatory sessions will be held on August 30th, September 13th, and September 27th. **Please note there is a $300 fee to register and submit for edTPA, which will be due on September 27th.**

3. Teacher Interns are not to register for any additional courses along with their internship without permission and approval of the appropriate Department Head. The approved course must not be taken during the regular school day (7:30-4:00). **Approved Form CP#148 is required to overload. Anything other than internship and EDU 400/500 is considered an overload.**

4. In order to qualify for a teaching internship you must meet all of the following criteria, if applicable:
   - Maintain GPA requirements.
   - Removal of all incomplete (“I”) grades in required courses on your transcript and transfer of credits.
   - Taken all required exams specified by your certification area.
   - Complete the online degree application in myBama. (After logging in, go to the Student tab and click on the **Academic and Student Services** folder in the Banner Self Service channel located toward the left-hand side of the screen. Then click on **Degree Audit and Graduation** and finally, **Apply to Graduate**.) **This process should be completed by October 6, 2023.**
• Complete the paper degree application and turn in at the end of the internship application meeting.
• Complete the Application for Alabama Certification. When the ALSDE makes the link available to apply for certification, you should complete the current Application for Alabama Certification online, print the application, and manually sign it. The Office of Student Services will provide the links and additional instructions when available. Other than your signature, everything must be filled out electronically. Interns should complete the Application for Certification and submit it at the workshop or sooner. Applications submitted prior to the workshop should be turned in to Mrs. Jacky Chapman in 104 Carmichael. All questions regarding certification and applications should be addressed to Mrs. Chapman.

5. 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 noted deficiencies, **IT IS YOUR RESPONSIBILITY TO VERIFY THAT YOU MEET ALL REQUIREMENTS BY THE DEADLINE**. It is extremely important that you monitor your Crimson 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.

6. Clinical students/interns must have professional liability insurance while out in the field full time. The UA chapter of the Student Alabama Education Association (SAEA) the state affiliate for the National Education Association (NEA) provides the membership free which includes up to $1,000,000 of liability insurance for UA students among other benefits.

7. All teacher interns must complete the **Biographical Data Form and submit to Watermark Student Learning & Licensure (SLL) by 11:00 p.m., Friday, March 31st.** All Biographical Data Forms **MUST BE TYPED** and uploaded to SLL. Your Biographical Data Form will be available to your assigned school principal(s), cooperating teacher(s), college supervisor(s), and/or clinical master teacher(s) once internship placements are finalized and uploaded to SLL. 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. Additional information regarding your biographical data form will be provided by email.

8. Interns will receive teaching internship placements through Watermark Student Learning & Licensure (SLL). Through this module, interns will be connected to all applicable University supervisors and classroom teachers. 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. During the Fall 2023 internship semester, interns will follow the calendar for the school system in which they are placed. Interns may not have the same dates off as the University of Alabama.

10. If you have any questions or problems related to your internship application, please contact the Office of Clinical Experiences at educlinicaloffice@ua.edu or (205) 348-5089.