

## **TEACHER INTERNSHIP Application for Admission**

### **Admission to Teacher Education Clearance**

Admission into the Teacher Education Program is required in order to apply for Teacher Internship.

### **Completion of Application Forms**

Teacher Education candidates are responsible for completing and turning in the application. The application must **be turned in as a complete packet** to the Office of Field Experiences by the announced deadline. **All forms must be typed or printed in black or blue ink.** Parts of the application packet will be sent to the schools where interns will be placed, so the appearance of the application is important. The intern's signature is required on several forms. Three photographs are required for the application to be complete. **Copies of photographs will not be accepted.** The three photographs can be the same.

### **Teacher Internship Admission Committee**

Only **complete** application packets will be evaluated by the Teacher Internship Admissions Committee. Incomplete applications will be returned with no action taken. Applicants will be notified on the status of their applications via letters from the Office of Field Experiences.

### **Registration**

Intern applicants are allowed to pre-register for the Teacher Internship semester with the understanding that if they fail to meet all requirements, they must withdraw from the coursework.

### **Professional Semester Policies (MUW Teacher Education Handbook)**

During the internship or professional semester, students will be enrolled in ED 401 Classroom Management (3 semester hours) and the appropriate teacher internship course (9 semester hours). The program of the Teacher Internship Semester will be followed without deviation or exception.

**Other coursework can only be taken during the Teacher Internship Semester with permission from the Teacher Internship Admissions Committee. Because the internship semester is a full-time, on-the-job experience that requires planning and preparation beyond the 40-hour work week, students are strongly discouraged from outside employment while interning.**

### **FOR MORE INFORMATION CONTACT:**

Dr. Lillie Gayle Smith  
Coordinator of Field Experiences  
College of Education & Human Sciences  
Mississippi University for Women  
1100 College Street, MUW-1637  
Columbus, MS 39701  
ED/HS Building, Office 307  
662-329-7186 OR [lsmith@muw.edu](mailto:lsmith@muw.edu)

**APPLICATION DEADLINE:    October 30, 3009, for Spring 2010 semester applicants**

**Bring completed application to the Office of Field Experiences  
Education & Human Sciences Building, Office 331**

**OR**

**Mail completed application to the Office of Field Experiences  
College of Education and Human Sciences  
Mississippi University for Women  
1100 College Street, MUW-1637  
Columbus, MS 39701**

**TEACHER INTERNSHIP APPLICATION**

Department of Education/College of Education & Human Sciences  
Mississippi University for Women—Columbus, MS

Name \_\_\_\_\_

MUW ID # \_\_\_\_\_ SSN \_\_\_\_\_

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

Home Address (if different from above) \_\_\_\_\_  
\_\_\_\_\_

School phone \_\_\_\_\_ Home phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Seeking licensure in \_\_\_\_\_



**(If you are an elementary education major, please list your concentration areas below:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

Advisor \_\_\_\_\_ Applying to Intern \_\_\_\_\_  
Semester Year

**I have reviewed and understand the contents of the *Teacher Education Handbook*. My signature on the bottom of this page indicates that I have been provided an opportunity to ask questions and clarify any issues pertaining to Teacher Education and Teacher Internship. In order to intern, I understand that I must have:**

- Been admitted to Teacher Education at least one academic semester prior to applying to student teach.**
- A 2.50 GPA overall and an MUW GPA of 2.50.**
- Completed 84 semester hours.**
- Taken and passed Praxis II (two different tests -- specialty area test and the PLT test).**
- Submitted a completed teacher internship application the semester prior to going into the classroom to intern.**
- Secured and shown evidence of professional liability insurance prior to going into the classroom to intern (health insurance is recommended, but not required).**
- Earned a minimum grade of "C" in English Composition I (EN 101), English Composition II (EN 300), Speech (COM 101), College Algebra (MA 113), Math 111 (Elementary Education majors only), and Math 112 (Elementary Education majors only).**
- Submitted and passed the required Background Check form(s).**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**EXPERIENCES WITH CHILDREN OR YOUTH  
Documentation Checklist  
Mississippi University for Women**

Name \_\_\_\_\_

**Requirement:** Teacher interns are required to provide documentation showing where they have completed 75 hours of lesson-based experiences with children who are at least three years of age. Many of those hours will come in the way of field experience placements (ED 302, for example). **Any necessary remaining hours must be documented with a letter that is written on letterhead stationery and signed by the person who supervised you during the experience.** Each experience from each organization requires a separate letter. Teacher Internship applications will not be approved until this verification is received.

*Note: Babysitting will not satisfy this requirement.*

**Number of Hours:**

- \_\_\_\_\_ Summer Camp Counselor
- \_\_\_\_\_ Day Camp Group Counselor
- \_\_\_\_\_ City Recreation Program Teacher/Leader/Helper
- \_\_\_\_\_ Boy Scouts/Girl Scouts Leader
- \_\_\_\_\_ Vacation Bible School Teacher
- \_\_\_\_\_ Sunday School Teacher
- \_\_\_\_\_ Day Care Teacher
- \_\_\_\_\_ Head Start Teacher
- \_\_\_\_\_ Assistant Teacher or Teacher's Aide
- \_\_\_\_\_ Private Tutor
- \_\_\_\_\_ Volunteer, Child & Parent Development Center
- \_\_\_\_\_ Assistant Teacher Volunteer (Additional hours beyond the 20 required for ED 302)
- \_\_\_\_\_ Coach
- \_\_\_\_\_ Other (Specify) \_\_\_\_\_

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- \_\_\_\_\_ **Total Hours**

**Letters of verification must be submitted to:**

**Office of Field Experiences  
College of Education and Human Sciences  
Mississippi University for Women  
1100 College Street, MUW-1637  
Columbus, MS 39701**

**Health Information and Profile  
Teacher Internship Application  
Mississippi University for Women**

**Personal Information**

Teacher Intern \_\_\_\_\_

Male  Female      Home phone \_\_\_\_\_

In case of accident, injury, or emergency, please notify:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Address \_\_\_\_\_

**Health Information**

|  | No                       | Yes                      | Please explain all Yes answers. |
|--|--------------------------|--------------------------|---------------------------------|
| Are you allergic to any medication?  | <input type="checkbox"/> | <input type="checkbox"/> | _____                           |
| Are you allergic to bee stings or insect bites?                                | <input type="checkbox"/> | <input type="checkbox"/> | _____                           |
| Are you on a regular medication?   | <input type="checkbox"/> | <input type="checkbox"/> | _____                           |
| Do you have any special medical problems that may require emergency attention? | <input type="checkbox"/> | <input type="checkbox"/> | _____                           |
| Date of last tetanus shot<br>(must have received within 10 yrs.)               | <input type="checkbox"/> | <input type="checkbox"/> | _____                           |

Is there any additional medical information your cooperating teacher or school may need to know?  
\_\_\_\_\_  
\_\_\_\_\_

**Health Insurance**

Please provide insurance information in case of emergency hospital admission. If none, please write **NO COVERAGE** below.

Company \_\_\_\_\_ Policy No. \_\_\_\_\_

Company Address \_\_\_\_\_  
\_\_\_\_\_

Policy holder's name and place of employment \_\_\_\_\_  
\_\_\_\_\_

## Ethics Statement

These questions were chosen from the Mississippi Teaching License application in reference to character determination.

- Yes\_\_\_ No\_\_\_      Do you have any physical, emotional or mental disabilities that may impede your ability to perform the duties of a teacher?
- Yes\_\_\_ No\_\_\_      Are you currently or have you in the past been addicted to or dependent on alcohol?
- Yes\_\_\_ No\_\_\_      Are you currently or have you in the past been addicted to or dependent on other habit-forming drugs?
- Yes\_\_\_ No\_\_\_      Are you a user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having similar effect?
- Yes\_\_\_ No\_\_\_      Have you ever been convicted, pled guilty, or entered a plea of nolo contendere to a felony as defined by federal or state law?
- Yes\_\_\_ No\_\_\_      Have you ever been convicted, pled guilty, or entered a plea of nolo contendere to a sex offense as defined by federal or state law?

**If you answered YES to any of the questions above, provide on a separate sheet the specifics or an explanation for the response and schedule an appointment to meet with the Coordinator of Field Experiences. Be aware that a YES answer to any of the questions can prevent you getting a license to teach in the State of Mississippi.**

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## Insurance Verification

This verifies that I have professional liability coverage through the following:

- 1) Current membership in the following professional organization  
(Documentation required: canceled check or membership card)

\_\_\_\_\_

- 2) Added coverage to homeowner's insurance  
(Documentation required)

Company & policy # \_\_\_\_\_

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## Release from Professional Liability

My signature releases Mississippi University for Women from responsibility for my professional liability during my internship.

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

## INTERNSHIP PLACEMENT FORM (Part A)

### Each Intern Will Have Two Placements Per Teacher Internship

|                          |  |
|--------------------------|--|
| Elementary               | One placement in lower elementary (K-3)<br>One placement in upper elementary (4-8)         |
| Secondary<br>7-12        | One placement in middle school or junior high (7-8)<br>One placement in senior high (9-12) |
| Special Subjects<br>K-12 | One placement in elementary (K-6)<br>One placement in secondary (7-12)                     |

### TIAI Certification for Mentor Teachers - State Requirement

Assignment to teaching centers is limited by the availability of qualified cooperating teachers (those who are certified TIAI evaluators and who meet other criteria as well) in the requested grade levels and subject matter areas.

### Placement Procedures

Coordinator of Field Experiences prepares a master request list within restrictions of available TIAI certified cooperating teachers, and schedules and travel time of university supervisors. A list of requests for assignments is mailed to the superintendents of the respective school systems. Superintendents consult the principals of the centers and approve the list as submitted or approve pending suggested assignment adjustments. Approvals are returned to the Coordinator of Field Experiences.

### Note to Prospective Interns

Every reasonable effort is made to honor the preferences and special needs of interns regarding placement, but that is only part of the process. Placements must also be based upon availability of qualified mentor teachers, the schedules of university supervisors, and the need to honor various requests made by the participating school systems. **Assignments will be made to schools that are located within a 30-mile radius of Mississippi University for Women. Assignments beyond 30 miles of the MUW campus will only be made in extenuating situations. Once an assignment is confirmed by a school district, interns should respect that assignment as a teaching contract.**

Please answer the following questions by writing a "yes" or "no" on the blank line and then sign and date this form below. If explanations are required, please provide an additional sheet.

- \_\_\_\_\_ 1. Are you related to anyone working or attending a school within a 30-mile radius of MUW either as principal, teacher, assistant teacher, secretary, student, child, etc.? (If yes, explain relationship and where they are working/attending [district, school, and grade level] on a separate, added sheet).
- \_\_\_\_\_ 2. Transportation to your teaching assignment is your responsibility, as if you have taken a full-time job. Are there any extenuating circumstances we should know before placement? (If yes, please include your explanation on the added sheet.)
- \_\_\_\_\_ 3. Childcare and transportation of your children to and from their schools during the internship semester is your responsibility. You must handle these needs the same as if you had a job. Most schools require you to be on campus at approximately 7:00 a.m. You will also have to factor in travel time to your placement. Any special needs in this category must be approved. Please state them on the added sheet.
- \_\_\_\_\_ 4. **It is crucial for you to consider carefully: Are there any other issues we should know before we place you? Please provide these on the additional sheet.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**INTERNSHIP PLACEMENT FORM (Part B)**  
**Mississippi University for Women**

Name \_\_\_\_\_ Date \_\_\_\_\_

School Address \_\_\_\_\_  
(While in school)

Summer/Holiday Address \_\_\_\_\_  
(If different from above)

Phone \_\_\_\_\_ (While in school) Phone \_\_\_\_\_ (Summer/holiday)

E-Mail address \_\_\_\_\_

Seeking licensure in

Elementary

Elementary Ed.  
 K - 8

Areas of Concentration:  
 \_\_\_\_\_  
 \_\_\_\_\_

Secondary

Biology Ed.  
 English Ed.  
 History/Social Studies Ed.  
 Family & Consumer Science Ed.  
 Mathematics Ed.  
 Physical Science Ed.

Special Subjects K-12

Art Ed.  
 Music Ed.  
 Physical Ed.

High School attended \_\_\_\_\_  
 date \_\_\_\_\_

Graduation

Residence during internship  On-campus  Off-campus

Address \_\_\_\_\_

Location (name of residential area or side of town)  
 \_\_\_\_\_

School System preference ("1" for first preference, "2" for second preference, etc.)

- \_\_\_\_\_ Columbus City Schools
- \_\_\_\_\_ Lowndes County Schools
- \_\_\_\_\_ West Point City Schools
- \_\_\_\_\_ Other district within 30 miles of MUW (specify) \_\_\_\_\_
- \_\_\_\_\_ Alabama (specify) \_\_\_\_\_

**PREVIOUS FIELD EXPERIENCE PLACEMENTS**

| <i>Course (i.e., ED 302)</i> | <i>School</i> | <i>Grade Level/Subject</i> | <i>Cooperating Teacher</i> |
|------------------------------|---------------|----------------------------|----------------------------|
| _____                        | _____         | _____                      | _____                      |
| _____                        | _____         | _____                      | _____                      |
| _____                        | _____         | _____                      | _____                      |

List additional information which may need to be considered in the center assignment, for example, where family members are enrolled or employed, transportation concerns, etc.  
 \_\_\_\_\_  
 \_\_\_\_\_

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## **LETTER OF INTRODUCTION**

### **To Mentor Teachers**

At the request of our mentor teachers, MUW teacher interns are asked to submit a typed personal letter of introduction as part of the placement packets that are sent to teaching centers. Mentor teachers made this request so they could prepare for your arrival and plan activities ahead of time by knowing more about you in advance. Please have a trusted friend or instructor proofread your letter. Letters that are grammatically incorrect or that have typographical errors will be returned for correction. This could delay acceptance into internship.

#### **Structure**

- Limited to one page and 500 words
- Single-spaced with double spaces between paragraphs, Font size 12, Times New Roman
- Written in first person as an introduction
- Written in letter format – beginning with Dear Mentor Teacher, and ending with Sincerely, followed by your signature

#### **Professional Content (Suggestions Offered by Mentor Teachers)**

- Subjects or units within your endorsement area you would especially enjoy teaching
- Projects you might like to develop or coordinate (e.g., a musical program for an elementary classroom, a mock trial in social studies, a unit on Shakespeare, etc.)
- Supportive aspects of teaching that you enjoy (e.g., bulletin boards, developing visuals)
- Personal preferences—large groups vs. small groups, techniques with which you are most comfortable, etc.
- Beliefs about discipline
- Self-perception of your strengths and weaknesses as a teacher
- Activities or resources you have developed or taught that you can bring into the student teaching experience
- Hobbies, talents, special interests, or particular experiences that can be used during student teaching

#### **Personal Content**

**What do you want your mentor to know about you beyond what is on your resume?**

# *Sample Resume*

## **TRACY Q. GRADUATE**

1212 Columbus Street  
Magnolia, MS 31234  
(662) 123-4567  
[tqg@edhs.muw.edu](mailto:tqg@edhs.muw.edu)

**CAREER OBJECTIVE** To become a classroom teacher at the elementary level

**EDUCATION** Newcomer High School, Newcomer, MS  
High school diploma, 20 --, Valedictorian, 3.98 GPA on a 4.0 scale

Mississippi University for Women, Columbus  
Bachelor of Science, Elementary Education  
Expected date of graduation, May, 20 - -  
3.71 GPA on a 4.0 scale

Seeking licensure in Elementary Education K-8  
Concentrations in English and Science  
Add-On Certification in Computer Applications

**FIELD EXPERIENCES** Assistant Teacher, Caledonia Elementary School, Caledonia, MS, Fall 20 - -  
30 clock hours, university supervised experience

Reading Tutor, Franklin Elementary School, Columbus, MS, Spring 20 - -  
10 clock hours, university supervised experience

After-School Tutor, Southside Elementary School, West Point, MS, Spring 20 - -  
20 clock hours

Volunteer, MUW Child and Parent Development Center, Columbus, MS, Fall 20 - -  
30 clock hours, university supervised experience

**EMPLOYMENT** Sales Associate, Hardy Furniture Company, Newcomer, MS, Summer, 20- -  
Assisted with inventory and customer service.

Dormitory Desk Receptionist (part-time), Callaway Hall, MUW, Fall 20 - -  
Greeted dormitory visitors, scheduled other workers.

Lifeguard, Newcomer Boys & Girls Club, Newcomer, MS, Summer, 20 - -  
Served as lifeguard and taught swimming lessons.

**OTHER EXPERIENCES** Teacher at Newcomer Community Youth Camp—four summers  
Pianist for Newcomer Community Choir, five years  
Children’s Storyteller at Newcomer Public Library, three years

**Tracy Q. Graduate  
Resume—Page 2**

**SKILLS**

Computer Programs: Word, Excel, Access, Power Point  
Music: piano, flute  
Bilingual: Spanish and English  
Catering and Photography

**UNIVERSITY  
HONORS**

Who's Who in American Colleges & Universities, 20 - -  
Dean's List Scholar, 6 semesters  
Departmental Scholarship (\$500), 1 year

**MEMBERSHIPS**

Student Member, Mississippi Association of Educators, 3 years  
Kappa Delta Epsilon, national education honor society  
Mortar Board, national senior honor society  
Student Ambassador, College of Education & Human Sciences

## ADDITIONAL NOTES

- Please do not ask to be placed in a specific school. We cannot guarantee that a school will accept interns at any given time. Simply ask for the district that your preference is located and we will do everything reasonable to get you at least one placement within that district.
- Please do not come by the Office of Field Experiences and ask about your placement. While it is understandable that you would want to know this beforehand, quite often last-minute changes will come from cooperating school districts, resulting in you being placed elsewhere. Following this guideline will prevent disappointment on your part.
- Please do not call schools and superintendent's offices concerning your placement. In the past, school officials have contacted us to complain about teacher interns doing such. That sort of behavior is considered unprofessional by the College of Education and Human Sciences.
- Please provide us with all of the needed information concerning your place of residence at the time that you will be interning. If you will be living on campus, tell us that so we do not place you so far away. **If you do not provide us with the necessary residential information, then you will be expected to accept the placement we secured for you based on the information you gave us.**
- Please sign all necessary paperwork, including the letter to your mentor teacher and the professional liability release form. This will save time when processing your application.
- Make sure that the three photographs that you submit are of roughly wallet size. No 8 x 10 glamour photos, please! Also, you must be the only person featured in your photos. If necessary, trim photos to approximately wallet size so they will fit on the application. Also, make sure that the pictures present you in a good light. Your clothing and background should be professional (no formal attire, swimsuits, "glamour shots," family pets, vacation scenes, etc.) and neat.
- Applications that are turned in after the designated date will be accepted at the discretion of the Teacher Internship Admissions Committee. In addition, those applications will be reviewed after those interns who turned in their paperwork on time.
- **The MUW Praxis code is 1481.** PLEASE put that code on your Praxis II registration so we can receive your scores. If you do not use the code, **WE DO NOT RECEIVE THE SCORES.** This will slow down the application process.