

**INSTRUCTIONS FOR COMPLETING INTERNSHIP APPLICATION
ELEMENTARY EDUCATION K-6**

**Applications are due in the Office of the Director Teacher Education Student Services on
October 1st for Spring Semester and March 1st for Fall Semester**

Please read and follow **ALL** of the instructions carefully!

1. _____ Make an appointment with your advisor.
2. _____ Go to One Tech, sign in, click on student tab, and follow the menu. **PRINT** a copy of your Tech Transcript. **Do not go to the registrar's office and do not go to your advisor for a copy of your ATU transcript.** If you have transfer work you will need an unofficial copy of **ALL TRANSFER WORK**. You will also need APPROVED copies of your degree audit and any waivers you may have.
3. _____ Complete the personal information section of the application form.
4. _____ Complete the "Major GPA" form by filling in your grades for the classes you have completed. Calculate quality points earned for each class. Then total the hours and points columns. Divide the total points by the total hours; this gives you your major GPA.
5. _____ Complete the Field Experience Review Form. This form will help insure that you receive diversity in your placement.
6. _____ **Take all of the completed forms mentioned above with you to your appointment.**
7. _____ Set-up an appointment with Teresa Auprey at tauprey@atu.edu in Crabaugh Room 310 to complete your fingerprinting for your AELS background check.

IMPORTANT INFORMATION

The College of Education must have received from PRAXIS a DESIGNATED INSTITUTION SCORE REPORT with a passing Praxis II Content Knowledge Test Score for internship approval. Take the Praxis II Elementary Education: Multiple Subjects (Math, Reading and Language Arts, Science, and Social Studies). Be sure to have your score report sent to **both** ATU (code #RA6010) and the State Department of Education (code #R7031). Failure to do this will result in an additional fee for requesting duplicate scores and will slow the processing of your application. If you have not taken, or have not passed the Praxis II, indicate the scheduled test date on the form below.

The Arkansas Department of Education requires an **APPROVED BACKGROUND CHECK** before entering an internship. This consists of fingerprinting which must be approved by both the Arkansas State Police and the FBI. It also requires an approved Child Maltreatment form. Please contact the Office of Licensure and Support Services in Crabaugh 310 for more information. You may also email Teresa Auprey at tauprey@atu.edu or call her at 479-968-0623. It can take up to two months to gain this approval. Please allow sufficient time for approval so your entry into internship won't be delayed.

The Office of the Director Teacher Education Student Services will notify you, by OneTech e-mail, of your status (usually after the end of the current semester) and arrange for your placement. **Do not contact schools until your placement is confirmed by this office.**

**INTERNSHIP APPLICATION
ELEMENTARY EDUCATION GRADES K-6**

To Be Completed by Intern

This application must be COMPLETE to be considered for admission into Internship.

Name: _____ Maiden: _____
(Last) (First) (Middle)

SS# _____ T # _____ Birth Date: _____

Address: _____ OneTech e-mail Address: _____

City: _____ Home Phone: _____

State: _____ Zip: _____ Cell Phone: _____

CURRENT ATU TRANSCRIPT, TRANSFER TRANSCRIPT (IF APPLICABLE), APPROVED SUBSTITUTION FORMS AND DEGREE AUDIT OR WAIVERS MUST BE ATTACHED TO THIS APPLICATION.

Have you ever been convicted of a felony? Yes _____ No _____

Enter the date of your electronic fingerprinting. Date: _____

Candidate Signature: _____ Date: _____

To Be Completed by your Elementary Education Advisor

Grade Point Average: **Cumulative (include all transfer work):** _____ Major GPA: _____

(Complete the attached worksheet)

When did the candidate take the PRAXIS II Content Knowledge Tests, or when does the candidate plan to take or retake the Praxis II Content Knowledge tests? _____

List any course(s) in the field of specialization or professional education with grade(s) of "D" or "F." _____

List any course substitutions affecting the completion of the field of specialization or professional education. _____

Has the candidate received College of Education Academic Clemency? *Yes _____ No _____

*If yes, attach a copy of the approved Academic Clemency Form.

Has the candidate completed a minimum of 12 semester hours in residence at ATU? Yes _____ No _____

Recommended By: _____ Date: _____

To Be Completed by Director of Teacher Education Student Services

Praxis II Score: Elementary Education Content Knowledge Scores:

Math _____ Language Arts _____ Science _____ Social Studies _____
(157) (157) (159) (155)

Approved: _____ Date: _____

Denied: _____ Date: _____ Reason: _____

**Arkansas Tech University
Teacher Education Program**

Field Experience Review for Elementary Education Internship Placement Request Form

The information provided will be used to make appropriate placements in the field. Placements are the administrative decision of the College of Education through the Director of Teacher Education Student Services and are final.

Last Name: _____ First Name: _____

T # _____ Tech Email: _____

Are you currently employed by a public school? Yes _____ No _____ If yes, complete the following:

(Position)

(Name of School District/City)

Do you have relatives currently employed by a public school? Yes _____ No _____ If yes, complete the following:

Name	Relationship to You	District	School/Grade level

Do you have children attending public school? Yes _____ No _____ If yes, complete the following:

Name	Relationship to You	District	School/Grade level

Demonstrate the diversity and variety of experience you have accumulated in the field during your preparation in teacher education. Complete the following table: (might include observing in classrooms, tutoring, reading to a child, working in camps or with youth groups, teaching lessons, etc.)

Course	Name of School/City	# Hrs	Grade Level(s)/Teacher
ELED 2003			
ELED 3113			
SPED 3023			
ELED 3123			
ELED 3113			
SPED 3033			
ELED 3143			
SPED 3153			
ELED 4033 (Internship I)			

Describe any related work experience you have completed in the last 4 years:

Describe any limitations/disabilities/special considerations that may affect an appropriate placement:

You may not include the school at which you completed Internship I, ELED 3143, SPED 3153, any school you have been at within the past two semesters, or the school(s) at which you have children attending or relatives employed. You may, however, request any public-school district in Arkansas. If you are listing a specific school, please list the district that school is a part of as well. YOUR CHOICES ARE A STATEMENT OF PREFERENCE ONLY.

1st Choice _____

2nd Choice _____

3rd Choice _____

Comments:
