



College of Education Internship II Application Check List

Please gather the following documents (PDF, Word, or Image) **BEFORE** applying for Internship II:

- Personal Head Shot (Solid Background & Professional Attire)
- Current ATU Transcript
 - o Go to your unofficial transcript on One tech
 - o Right click and send to print
 - o Change printer option to *print to pdf*
- Degree Audit (Signed by Advisor, Department Head, & Dean) or Degree Works (No Signatures Required)
- Screenshot of passing Content Area Praxis Scores
- Screenshot of an approved AELS Background Check.
- Certificate from Arkansas Educator Ethics listed as [Professional Licensure Standards Board \(PLSB\)-The Code of Ethics Training Video \(Arkansas IDEAS ERC 19048\)](#)
- Certificate from mandated reporter training listed as [Be the Reason: The Educator's Role in Combating Child Maltreatment \(Arkansas IDEAS ERB 21002\)](#)
- Schedule an appointment to get education advisor approval for Internship II (All Students)
- (Secondary ONLY) Schedule an appointment to get content area advisor approval

You will also need to make sure you have the following criteria from Stage II:

- 2.7 Cumulative GPA or higher
- A "C" or better in the following courses:
 - o Composition I
 - o Composition II
 - o Three (3) hours of Mathematics (MATH 1113 College Algebra OR MATH 1003 College Mathematics) contingent upon program of study per major
 - o Public Speaking 2003 or Business and Professional Speaking 2173
 - o Intro to ELED/MLED/SEED
- Elementary & Middle Level students must have a 'C' or better in all courses for degree
- completion. Secondary students must have 'C' or better in all courses required for their designated major field.

** All required degree course work needs to be completed prior to the start of the Internship II semester. If applicants have required course work for their degree that will need to be completed during the Internship II semester, an appeal must be heard by the Teacher Education Appeals Committee. Please contact the Teacher Education Students Services Office for information concerning how to file an appeal.*

If you have any questions regarding the Internship II Application process, please contact Ms. Lisa Gibson at lgibson7@atu.edu or 479-968-0290.