

INSTRUCTIONS FOR COMPLETING INTERNSHIP APPLICATION MIDDLE LEVEL EDUCATION

Applications are due in the Office of the Director of 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 OneTech, sign in, click on student tab, follow the menu, **PRINT** a copy of your ATU 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 an **APPROVED COPY** of your degree audit and any waivers you may have.
3. _____ Complete the first section of the application marked: To be completed by the applicant.
4. _____ Complete the Field Experience Preference Form. This form will help ensure that you receive diversity in your placement.
5. _____ Take all of the above completed forms with you to your appointment.
6. _____ Set up an appointment with Teresa Auprey (tauprey@atu.edu) to complete your fingerprinting for your AELS background check.

IMPORTANT INFORMATION

The College of Education must have received from PRAXIS a DESIGNATED INSTITUTIONAL SCORE REPORT with passing Praxis II scores for two *Middle Level tests prior to the first day of class. Take the Praxis II *#5047 Middle School English Language Arts, *#5169 Middle School Math, *#5089 Middle School Social Studies, and/or *#5440 Middle School Science. Be sure to have your score reports 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.

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 479-964-0583 ext. 2351. 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 of 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
MIDDLE LEVEL EDUCATION**

Check Two Content Areas

English ___ Social Studies ___ Math ___ Science ___

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

Last Name _____ First Name _____ Middle Name _____

Maiden _____ SS# _____ T # _____ Birth Date _____

OneTech email _____ Address _____

City _____ State _____ Zip _____ Phone # _____ Cell # _____

Gender _____

Circle Ethnicity: White, Black, Non-Resident Alien, American Indian/Alaska Native, Asian/Pacific Islander, Hispanic, Hawaiian, Multiple Ethnicities, Other

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 Middle Level Advisor

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

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

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 Scores: #5047 MS E/LA _____ #5169 MS M _____ #5089 MS SS _____ #5440 MS Sci _____

Approved: _____ Date: _____

Denied: _____ Date: _____ Reason: _____

**Arkansas Tech University
Teacher Education Program**

Field Experience Review for Middle Level 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)/Type of Experience |
|-----------|---------------------|-------|-----------------------------------|
| MLED 2003 | | | |
| MLED 3024 | | | |
| MLED 3034 | | | |
| MLED 3072 | | | |
| MLED 4023 | | | |
| Any Other | | | |

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 MLED 2003 or the school(s) at which you have children attending or relatives employed. You may, however, request any public school district in Arkansas. YOUR CHOICES ARE A STATEMENT OF PREFERENCE ONLY.

1st Choice _____

2nd Choice _____

3rd Choice _____

Comments
