

INSTRUCTIONS FOR COMPLETING INTERNSHIP APPLICATION  
SECONDARY EDUCATION – ALL CONTENT AREAS

Applications are due in the office of the Director of Teacher Education Student Services on  
**October 1<sup>st</sup> for Spring Semester Interns** and **March 1<sup>st</sup> for Fall Semester Interns**

Please read and following **ALL** instructions carefully!

1. \_\_\_\_ Set up an appointment with your Content Area Advisor. Complete steps 2 and 3 prior to your appointment.
2. \_\_\_\_ Go to OneTech, 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. \_\_\_\_ Fill out pages 2, 4, and 5 prior to your appointment with your Content Area Advisor.
4. \_\_\_\_ Take the following forms with you for your appointment with your Content Area Advisor:
  - a. Proposed Study Plan (Pg. 3)
  - b. Internship Application
  - c. Copies of all unofficial transcripts, substitution forms, waivers, and degree audit.
5. \_\_\_\_ Complete the Proposed Study Plan (Pg. 3) with your Content Area Advisor. **Do not forget to get their signature on this form.**
6. \_\_\_\_ Make an appointment with your Education Advisor in the College of Education. Please let your advisor know the appointment is for an internship application.
7. \_\_\_\_ Take entire application, including all pages, as well as the copies of your unofficial transcripts, substitution forms, waivers, and degree audit to your meeting with your Education Advisor.
8. \_\_\_\_ Set up an appointment with Ms. Teresa Auprey at ([tauprey@atu.edu](mailto: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 INSTITUTION SCORE REPORT with a passing Praxis II Content Knowledge Test Score for internship approval.** 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 Ms. Teresa Auprey at [tauprey@atu.edu](mailto: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 and arrange for your placement. **Do not contact schools until your placement is confirmed by this office.**

**INTERNSHIP APPLICATION  
SECONDARY EDUCATION  
To Be Completed by the Applicant**

**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 Secondary Education Advisor**

Grade Point Average: **Cumulative (include all transfer work)** \_\_\_\_\_

When did the candidate take the PRAXIS II Content Knowledge, or when does the candidate plan to take or retake the Praxis II?  
\_\_\_\_\_

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 Content Knowledge Name and Test Number: \_\_\_\_\_ Score: \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

Denied \_\_\_\_\_ Date \_\_\_\_\_ Reason \_\_\_\_\_

**PROPOSED STUDY PLAN**  
**SECONDARY EDUCATION INTERNSHIP**  
Candidate and Content Area Advisor - Complete Together

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ T#: \_\_\_\_\_

Catalog year candidate is scheduled to graduate under: \_\_\_\_\_

List courses currently in progress:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List courses needed BEFORE internship (if any) that are NOT currently in progress:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate courses taken during internship:

\_\_\_\_ SEED 4503 (Internship Seminar)  
\_\_\_\_ SEED 4809 (K-12 Content Areas)  
\_\_\_\_ SEED 4909 (7-12 Content Areas)  
\_\_\_\_ Other: \_\_\_\_\_

Signature of Candidate \_\_\_\_\_ Date: \_\_\_\_\_

As a representative from the Department of \_\_\_\_\_, I recommend this candidate be admitted to the requested stage of the ATU Teacher Education Internship Program.

Content Area Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As a representative from the **DEPARTMENT OF CURRICULUM AND INSTRUCTION**, I recommend this candidate be admitted to the requested stage of the ATU Teacher Education Internship Program.

Education Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Arkansas Tech University  
Teacher Education Program**

Field Experience Review for Secondary 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: \_\_\_\_\_

Current Address: \_\_\_\_\_ Cell Phone \_\_\_\_\_

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

\_\_\_\_\_ (Position) \_\_\_\_\_ (Name of School District/City)

Year you graduated from High School: \_\_\_\_\_ Name of High School/District: \_\_\_\_\_

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

**Please check the correct content area:**

- |                        |                                     |
|------------------------|-------------------------------------|
| Agriculture _____      | Health and Physical Education _____ |
| Art _____              | Life Science _____                  |
| Business _____         | Mathematics _____                   |
| Chemistry _____        | Music Instrumental _____            |
| Computer Science _____ | Music Vocal _____                   |
| English _____          | Physics _____                       |
| Foreign Language _____ | Social Studies _____                |
| French _____           | Speech _____                        |
| German _____           |                                     |
| Spanish _____          |                                     |

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
SEED 2002			
SEED 4054			
SEED 4556			
Other			

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

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

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**You may not include the school at which you completed any field experience hours for SEED course work 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.**

1<sup>st</sup> Choice \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_

3<sup>rd</sup> Choice \_\_\_\_\_

Comments:

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