

Student Teaching/Internship Spring 2010 - Application Packet

Application Deadline **September 25, 2009** for all students. Find forms at <http://www.wcu.edu/9874.asp>

All Candidates: Complete Application Form (Attached).

Use **black or dark blue ink**. Other colors and pencil will not show up on copies sent to schools.

Not employed in School: Submit Résumé and Criminal Background Check

Résumés – Internships can be highly competitive - See Career Center for more tips

- Double check all spelling – especially names of schools and people.
- Be certain formatting is consistent.
- Use standard easily read fonts in a reasonable size.
- If using a template, be certain all space holders have been replaced or removed.
- Allow time to have résumé proofread by someone – preferably Career Services.
- Faxing is acceptable. But please hand deliver or mail. These are scanned and sent to schools. Faxing greatly degrades the quality of the final viewed copy. Special paper is not necessary.

Background Check and Health Examination

Submit a completed background check dated after July 1, 2009. Most students use CertifiedBackground.com. Our program code is CU98 for in-state or CU98B for out-of-state.

Health forms will be delivered directly to the principal when you begin your internship. Because of HIPPA Regulations we cannot keep medical records in our office.

Employed by school system: Complete a Site Supervisor Designation Form

Link located on webpage: <http://www.wcu.edu/9874>. Submit with Application.

Additional Program Requirements:

The following programs have additional requirements. These should be completed and submitted when you meet with your advisor. Check with your advisor for details.

All BSED Students (& Math Concentration) – BEFORE APPLICATION SUBMISSION

- Complete Online Orientation – see <http://www.wcu.edu/9874.asp> for link.
- Must be admitted into Teacher Education Program
- Must have completed ENGL 102 with C or better (C- does not count)

Undergraduate Elementary/Middle Grades Education

- School Visitation Log (link on webpage <http://www.wcu.edu/9874.asp>)
- Graduation Application. See Regina Grace in Killian 138 (ELMG Department)

Graduate & LOP Special Education

- Practicum Application. Contact your advisor for more information.

Graduate & LOP Secondary/Specials

- Additional Program Application. Contact Mary Jean Herzog for information.

Graduate & LOP Middle Grades

- Additional Program Application. Contact Vicki Faircloth for information.

Internship / Student Teaching Application - Due to Killian 228 – September 25, 2009

Forms and instructions are available at <http://www.wcu.edu/9874.asp>. Use black or dark blue ink. Placement is not guaranteed for applications received after September 25, 2009. Applications received during October cannot be placed in Jackson or Buncombe Counties. No applications will be accepted for placement after October 30, 2009 for any reason.

Name: _____ Student ID (92#): _____

Primary phone number: _____ Major/Concentration: _____

Mailing Address: _____

Top three preferred schools.	BK	LD
You should not select a school where immediate relatives attend or are employed.	K-2	ID/DD
Check all groups that apply	3-5	BEH
	MG	Severe
	HS	AIG

Have you ever had a certificate or license to teach or otherwise supervise minors revoked or suspended by any state or other governing body? If yes, attach a statement giving full details and official documentation of the action taken.

Yes _____ No _____ If Yes, explain: _____

Have you ever been convicted of a crime (excluding minor traffic violations)? If yes, attach a letter of explanation and a certified copy of the court disposition. **Students will also need to submit a background check.**

Yes _____ No _____ If Yes, explain: _____

Neither the State of North Carolina nor Western Carolina University will be responsible for providing legal defense for any professional education candidate or for paying for any judgment which may be entered against the accused; therefore, **the College of Education and Allied Professions strongly encourages all professional education candidates to purchase professional liability insurance.**

Courses Remaining - Plan required for all students							
Course Prefix and Number Fall 2009 (Current)		Course Prefix and Number Spring 2010		Course Prefix and Number Summer 2010		Course Prefix and Number Fall 2010	
				Not offered in summer: PSY 321 SPED 335 & 336 K-12 Internship/ST			

We recommend this candidate for Internship

A student must be recommended for internship before a placement is made. Students may appeal non-recommendation to the Professional Education Council through the Associate Dean of Education and Allied Professions

Advisor Signature _____ *Date* _____

Department Head Signature _____ *Date* _____

I have read all the materials, including the catalog under which I entered WCU, concerning the policies and procedures for eligibility and admission to internship. I understand my responsibilities related to admission and completion of the internship program. Should I withdraw from, or fail, any requirement, I understand that I am not eligible for the internship program and that I will be withdrawn from placement.

Candidate Signature _____ *Date* _____