

**SCHOOL OF EDUCATION
VIRGINIA COMMONWEALTH UNIVERSITY**

**PROCEDURES FOR COMPLETING APPLICATION
FOR STUDENT TEACHING INTERNSHIP**

**EARLY AND
SECONDARY EDUCATION
INTERNSHIP**

DUE DATE
September 1st for the Spring

February 1st for the Fall

Revised July 2018

I. BEFORE completing this application for your internship, you must meet the following requirements:

- A. Applied for and been admitted to the Teacher Preparation Program.
- B. Have taken and successfully passed one of the following six testing options:

- 1) PRAXIS CORE Academic Skills for Educators Tests (reading/writing/math)
or
- 2) SAT (reading/writing/math)
or
- 3) ACT (reading/writing/math)
or
- 4) VCLA and Praxis Core Academic Skills for Educators: Mathematics
or
- 5) VCLA and SAT math score
or
- 6) VCLA and ACT math score

****For minimum test score information, please see Appendix A.**

C. IF YOU HAVE NOT PREVIOUSLY TAKEN THE VCLA TEST, YOU MUST SUBMIT PASSING VCLA AND PRAXIS II CONTENT TEST SCORES WITH YOUR APPLICATION FOR INTERNSHIP.

- D. Successfully completed or currently enrolled in the last Clinical Practicum required by your program.
- E. Completed or currently enrolled in those courses that meet approved program requirements.
- F. Fully admitted to graduate studies.
- G. Overall 3.0 GPA on 500-600 graduate coursework.
- H. Have a tuberculosis screening test and submit the results with your application.

II. A COMPLETE Graduate Teaching Internship Application consists of the following:

A. APPLICATION FORM

- 1. **Personal Data**
- 2. **Endorsement Area**
- 3. **Current and Previous Practicum Placements**
- 4. **Placement Request:**

On the application form, in the appropriate boxes, insert the number "1" for your first choice and number "2" for your second choice for the school division in which you desire placement. Your application will be mailed to the school division you have chosen. **Final placement is made by the school division.** Once your application is submitted to the school division, *VCU cannot guarantee that you will be placed at one of the locations you have chosen.*

- 5. **Special accommodations/requests:** (See **B. ATTACHMENTS**, 5.)

6. **Graduate Admission Status.**

7. **Testing Requirements: Please attach copies of your passing test scores with this application.**

8. **Student's signature:** (Sign and date the application)

9. **Advisor's signature:**

After you have completed the application, your advisor must review and SIGN it. Please allow time for this process.

10. **Tuberculosis Screening:**

Any intern/student teacher who is **NOT** employed with a public school division has to provide results from a TB screening. VCU Student Health Services provides TB screenings to students. Please call (804) 828-8828 for more information. Those individuals that are currently employed with a public school division must submit documentation showing proof of employment. The results of your screening must be included in your application.

B. Attachments

1. **Autobiographical sketch:**

Attach a **copy** of an essay in which you state your major field of interest and the reasons you have selected the teaching profession as a vocation. This is your first introduction to your school. **At the top of the page, list the title "Autobiographical Sketch" and your full name.**

2. **VCU transcripts:** Print out **one** copy of your **unofficial** transcripts from the computer and attach it to the application **before** you submit to your faculty advisor. ***Faculty will not review your application for graduate teaching internship without a transcript!!! DO NOT REQUEST ANY COPIES OF YOUR TRANSCRIPT FROM RECORDS AND REGISTRATION FOR THIS APPLICATION.***

3. **Other transcripts:**

If you have **received a degree** from another institution, **an official copy** of that transcript is required at the time of application.

4. Attach a copy of your TB screening test results. It must be a copy of the document you received from the clinic or your doctor office.

5. **Special accommodations/requests:** (Included on the application.)

If you have a physical limitation which requires special accommodations, you must attach an explanation on a separate page in which you describe the limitations and necessary accommodations you require.

If you expect to be absent due to pregnancy, surgery, or other serious circumstances, you must attach a separate page on which you describe the reason for the anticipated absence and inclusive dates you expect to be out.

Special requests will only be granted under serious extenuating circumstances and must be approved by your Advisor, Department Chairperson and the Associate Dean of the School of Education. It is your responsibility to obtain written approval from these three individuals. If it is approved, attach this documentation to your application.

Any time missed must be made up in its entirety.

You should also consider whether this is a reasonable time for you to engage in this internship.

III. OTHER INFORMATION:

A. DUE DATE:

Applications are due **February 1st for fall** placement and **September 1st for spring** placement.

If the due date falls on the weekend, the application is due the following Monday. Complete applications should be returned to the: *Student Services Center, Oliver Hall, 1st floor, Room 1037, Box 842020, Richmond VA 23284-2020*. Late submissions will be processed only for extenuating circumstances approved by the Department Chairperson and the Associate Dean of the School of Education. Only complete applications will be accepted.

B. NOTIFICATION:

Notification of placement will be sent to you by email ONLY as soon as it is received in the Student Services Center. **PLACEMENTS WILL NOT BE GIVEN OVER THE TELEPHONE OR IN PERSON!!! It is very important that you notify this office if you change your plans concerning your internship or if you change your address.** The telephone number is 804-827-2670. Most placements for the fall semester are known by the end of July and for the spring semester by mid- December.

Once your placement has been finalized by the school division and you have been notified, it cannot be changed. School divisions offer only one assignment per application. The only alternative is to send the application to a different school division which would require additional time to process the application, and there is no guarantee that a placement will be secured.

C. COURSE REGISTRATION:

You must register for the appropriate sections of internship (e.g. TEDU 672, TEDU 674, TEDU 681). Please verify course number and section(s) with your advisor. Please be advised that completion of this application does not constitute registration.

D. CRIMINAL BACKGROUND CHECK REQUIRED FOR CHESTERFIELD AND HENRICO COUNTY PLACEMENTS:

If you plan to student teach/intern in Henrico County Public Schools (HCPS), a criminal background check is now required by the County. Students are responsible for paying for their own background check. Details regarding the background check will be emailed once placements have been confirmed. If you are currently employed by Henrico County Public Schools, you will not need to complete another background check.

If you plan to student teach/intern in Chesterfield County Public Schools (CCPS) you are required to complete a background check. CCPS will be providing the service at no charge to students. Anyone who has not been an employee of CCPS within the last twelve months will need to be fingerprinted in their office located at 9900 Krause Road 23832. Details regarding the background check will be included with placement information. If you are currently employed by Chesterfield County Public Schools, you will not need to complete another background check.

Certification/licensure applications (available at www.doe.virginia.gov) should be completed at the end of the internship experience.

(CONTINUE ON NEXT PAGE)

**APPLICATION FOR STUDENT TEACHING INTERNSHIP
EARLY AND SECONDARY EDUCATION**

SEMESTER FOR PLACEMENT: (CHECK ONE) ___FALL ___SPRING YEAR: _____

PERSONAL DATA:

NAME _____ **V#** _____
(LAST) (FIRST) (MIDDLE)

LOCAL ADDRESS _____
(STREET) (CITY) (STATE) (ZIP)

HOME ADDRESS _____
(STREET) (CITY) (STATE) (ZIP)

WORK TELEPHONE _____ **HOME TELEPHONE** _____ **CELL PHONE** _____

EMAIL _____ **HIGH SCHOOL ATTENDED** _____

UNDERGRADUATE MAJOR: _____ **UNDERGRADUATE ADVISOR:** _____ **GRADUATE GPA** _____
(MINIMUM 3.0)

ENDORSEMENT AREA:

(IN BOX, INSERT X FOR APPROPRIATE AREA)

_____ **EARLY (NK-6)**
_____ **SECONDARY (6-12)** **CONTENT SPECIALIZATION:** _____ (prefer Middle or High School)

GRADUATE ADVISOR _____

CURRENT AND PREVIOUS

PRACTICUM PLACEMENTS:

NAME OF SCHOOL DIVISION _____ SCHOOL _____ GRADE _____
NAME OF SCHOOL DIVISION _____ SCHOOL _____ GRADE _____
NAME OF SCHOOL DIVISION _____ SCHOOL _____ GRADE _____

ADMISSION STATUS: _____ **Yes, I have been admitted to teacher preparation. Date:** _____
_____ **No, I have not been admitted to teacher preparation.**

SCHOOL DIVISION DESIRED FOR PLACEMENT: (ON LINE, INSERT 1 FOR FIRST CHOICE AND 2 FOR SECOND CHOICE.)

RICHMOND _____ **HENRICO** _____ **CHESTERFIELD** _____ **HANOVER** _____

(Please check this box if you would like to request a high-needs school)

SPECIAL ACCOMMODATIONS/REQUESTS:

Physical limitation(s) requirements: ___NO___ YES.

If yes, provide the attachment required in the (*Procedures for Completing Application for Student Teaching, Section II.B.5*)

Special request: ___NO___ YES.

If yes, provide the attachment required in the (*Procedures for Completing Application for Student Teaching, Section II. B5*)

Licensure Eligibility Confirmation (Background questions – adopted from VDOE licensure application, July 2018)

PLEASE READ CAREFULLY AND CHECK Y (yes) or N (no)	Y	N
Have you ever been convicted of, or entered a plea of guilty or no contest to, a felony?		
Have you ever been convicted of, or entered a plea of guilty or no contest to, a criminal offense in another country?		
Have you ever been convicted of, or entered a plea of guilty or no contest to, a misdemeanor involving a child (minor) or a student?		
Have you ever been convicted of, or entered a plea of guilty or no contest to, a misdemeanor involving drugs (not alcohol)?		
Have you ever been the subject of a founded complaint of child abuse or neglect by a child protection agency?		
Have you ever had a teaching, administrator, pupil personnel services, or other education-related certificate or license revoked, suspended, invalidated, cancelled, or denied by another state, territory, or country; surrendered such a license or the right to apply for such a license; or had any other adverse action taken against such a license? <u>Please note</u> : This includes a reprimand, warning, or reapproval and any order denying the right to apply or reapply for a license.		
Are you currently the subject of any review, inquiry, investigation, or appeal of alleged misconduct that could warrant discipline or termination by a school division or other education-related employer or an adverse action against a teaching, administrator, pupil personnel services, or other education-related license or certificate? <u>Please note</u> : This includes any open investigation by or pending proceeding with a child protection agency and any pending criminal charges.		
Have you ever left any education- or school-related employment, voluntarily or involuntarily, under any of the following circumstances: (1) while the subject of a review, inquiry, investigation, or appeal of alleged misconduct; (2) when you had reason to believe a review, inquiry, investigation or appeal of alleged misconduct was under way or imminent; or (3) while any administrative or judicial proceeding involving and allegation of misconduct was pending, eligible for appeal, or under appeal? <u>Please note</u> : This includes any open investigation by or pending proceeding with a child protection agency and any pending criminal charges.		

If you checked yes to any of these questions, please make an appointment immediately with Dr. Joan Johnson, Executive Director of Accreditation and Licensure, School of Education, Oliver Hall, Room 2090, jbjohnson@vcu.edu

Graduate Admission

Have you been fully admitted to graduate school? ____ YES ____ NO

If not, what is your current status? (*Please check appropriate box*)

____ Have not applied ____ Have applied (*date*: _____), but have not been notified of admission status.

You must have been admitted to teacher preparation and passed and submitted all required testing scores. You must have also taken and passed the following tests. Please attach a copy of your scores with this application.

1) VCLA and 2) PRAXIS II

Tuberculosis Screening

____ Up to date TB screening provided

____ Documentation showing current employment with the school division

Permission to Release confidential information:

I, _____ (print full name), am aware of and agree to the forwarding of my email address, application, personal statement, transcript, TB results, and background check payment (if applicable) for the purpose of securing internship/student teaching placement(s) in a school(s) in one or more of the following school division(s): Henrico, Chesterfield, Hanover or Richmond.

Student's Signature _____ Date _____

TAKE THE APPLICATION TO YOUR ADVISOR.

ADVISOR'S CERTIFICATION:

I have reviewed the record of this applicant, including any extenuating circumstances or requests, to ensure that all of the prerequisites for student teaching have been satisfied in accordance with catalogue requirements. Attached are 1) unofficial transcripts listing current courses; and 2) a copy of the student's typed autobiographical sketch.

This applicant is recommended for the program in _____.

If the applicant is provisionally recommended for the program, please specify the provision(s):

_____.

Advisor's Signature _____ Date _____

PLEASE RETURN TO: **SCHOOL OF EDUCATION, STUDENT SERVICES CENTER**
OLIVER HALL, ROOM 1037 - BOX 842020
VIRGINIA COMMONWEALTH UNIVERSITY
RICHMOND, VIRGINIA 23284-2020

APPENDIX A

**Testing Options to Meet the Praxis Requirement
for
Admission into an Approved Teacher Preparation Program**

Option 1	Option 2	Option 3														
<p align="center">PRAXIS CORE Academic Skills for Educators Tests (reading/writing/math)</p> <table> <tr> <td>Mathematics</td> <td>150</td> </tr> <tr> <td>Writing</td> <td>162</td> </tr> <tr> <td>Reading</td> <td>156</td> </tr> </table>	Mathematics	150	Writing	162	Reading	156	<p align="center">SAT as substitute for PRAXIS I</p> <table> <tr> <td><u>Before April 1, 1995</u></td> <td><u>After April 1, 1995</u> (prior to March 2016)</td> </tr> <tr> <td align="center">1000</td> <td align="center">1100</td> </tr> <tr> <td align="center">Verbal 450</td> <td align="center">Verbal 530</td> </tr> <tr> <td align="center">Math 510</td> <td align="center">Math 530</td> </tr> </table>	<u>Before April 1, 1995</u>	<u>After April 1, 1995</u> (prior to March 2016)	1000	1100	Verbal 450	Verbal 530	Math 510	Math 530	<p align="center">ACT as substitute for PRAXIS I</p> <p align="center"><u>ACT taken before April 1, 1995</u> Composite of 21, with math no less than 21 and English plus reading score no less than 37.</p> <p align="center"><u>ACT taken after April 1, 1995</u> Composite of 24, with math no less than 22 and ACT English plus reading scores no less than 46</p>
Mathematics	150															
Writing	162															
Reading	156															
<u>Before April 1, 1995</u>	<u>After April 1, 1995</u> (prior to March 2016)															
1000	1100															
Verbal 450	Verbal 530															
Math 510	Math 530															
Option 4	Option 5	Option 6														
<p align="center">VCLA 470 <i>and</i> PRAXIS Core Math Score 150</p>	<p align="center">VCLA 470 <i>and</i> SAT Math Score</p> <table> <tr> <td><u>Before April 1, 1995</u></td> <td><u>After April 1, 1995</u></td> </tr> <tr> <td align="center">510</td> <td align="center">530</td> </tr> </table>	<u>Before April 1, 1995</u>	<u>After April 1, 1995</u>	510	530	<p align="center">VCLA 470 and ACT Math Score</p> <p align="center"><u>ACT taken before April 1, 1995</u> No less than 21</p> <p align="center"><u>ACT taken after April 1, 1995</u> No less than 22</p>										
<u>Before April 1, 1995</u>	<u>After April 1, 1995</u>															
510	530															