**STUDENT TEACHING INTERNSHIP APPLICATION **

# CHECKLIST – Keep this page for your records!

\_\_\_\_\_ Complete all documents within the [Internship Application Packet](http://www.oakland.edu/upload/docs/SEHS/Field%20Services/Elementary/Student%20Teaching%20Information/STUDENT_TEACHING_INTERNSHIP_APPLICATION.docx)

\_\_\_\_\_  **(Art only)** Include a copy of the [Professional Program Plan](http://www.oakland.edu/upload/docs/SEHS/Field%20Services/Art/Requirements%20and%20Application/Professional%20Education%20CourseworkFor%20K12Art.pdf)

\_\_\_\_\_ **(Art only)**Include a copy of the signed [K-12 Art Education Acknowledgement Form](http://www.oakland.edu/upload/docs/SEHS/Field%20Services/Art/Requirements%20and%20Application/Acknowledgement%20Original.pdf)

\_\_\_\_\_ Resume uploaded to Handshake (Career Services) at oakland.joinhandshake.com

**\_\_\_\_\_ Special program:** Intern in Florida (fall or winter interns). Complete the appropriate form from the website and include it with the application packet.

**\_\_\_\_\_ Submit complete packet to 385 PH by the due date at 4:00 P.M.**

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**MTTC TESTING INFORMATION**

If you do not pass the required MTTCs (**Elementary--**Basic Skills and Elementary; **Secondary**--Basic Skills and Major/Minor), you will need to delay your internship until these are successfully completed and documented. A new application for internship will need to completed and submitted to our office.

\_\_\_\_\_ Passed the MTTC Basic Skills (Reading \_\_\_, Math \_\_\_, Writing\_\_\_) Test Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Passed MTTC Major/s Content Area Subject/s: \_\_\_\_\_\_\_\_ Test Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Passed MTTC Minor Content Area Subject: \_\_\_\_\_\_\_\_\_ Test Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Passed MTTC Minor Content Area Subject: \_\_\_\_\_\_\_\_\_ Test Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Passed MTTC Elementary Education Test Test Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FORMS DUE PRIOR TO THE START OF INTERNSHIP - 385 Pawley Hall**

The materials listed below are not due at the time you submit your student teaching application, but rather one month prior to the start of your internship.

**Fall Internships** – due date is August 15; **Winter Internship** – due date is December 1.

If you were provided an electronic copy of your CPR and First Aid certification then all of these items may be sent electronically to Linda Dauzy at dauzy@oakland.edu . All CPR and First Aid cards that have not been provided to you in a PDF format must be brought to our office, along with a copy (front & back), for verification. If you have any questions or concerns, please contact Linda Dauzy dauzy@oakland.edu or (248) 370-3060

\_\_\_\_\_ Bloodborne Pathogens Online Training through Oakland University (take 1-2 months prior to due date).

\_\_\_\_\_ Proof of Adult and Child CPR/First Aid Certification. Certification must be valid through at least two months following student teaching. A list of approved providers can be found at:

 http://www.michigan.gov/documents/mde/Approved\_First\_Aid\_and\_CPR\_Providers\_397544\_7.pdf

\_\_\_\_\_ Felony Misdemeanor Form: Include court documentation which will be needed for any felony or misdemeanor to be shared with the state for certification purposes. This form should be dated no earlier than 15 days from the due date.

\_\_\_\_\_ MEA Insurance: **Fall Interns**: Register in July; **Winter Interns**: Register no later than October 1.

**OAKLAND UNIVERSITY**

**INTERNSHIP INTERVIEW SHEET**

**(Please print clearly)**

**Circle Program:** Elementary STEP K-12 Modern Language K-12 Art K-12 Music MATSE MATEE

**Semester of Student Teaching: Winter \_\_\_\_ Fall\_\_\_\_ YEAR\_\_\_\_\_\_\_\_\_**

**NAME: Mr. Ms. Mrs. (Last)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(First)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(MI)\_\_\_\_\_**

**ADDRESS: (Street)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(City) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(State)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Zip)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Cell phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***OU Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@oakland.edu***

***OU Grizzly ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Major/s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Placements are university assignments based on existing working relationships with school districts within established procedures and policies. Although the university requests that students identify preferences, we cannot guarantee placement within these preferences. We are guests, and the district determines who, where, and how many student teachers they will accept. Once we have attempted placement within your three districts of choice, and have not been offered a placement for you, we will facilitate a placement in a district that indicates they have openings for student teachers.***

**RESTRICTIONS: Students may not student teach in districts in which a potential for conflict of interest for the grade, the learning experience or for the recommendation for certification exists. We believe in clustering our student teachers, therefore a cluster potential must also exist in the district of preference.**

**PREFERRED LEVEL: *List in priority order, please. (Elementary—list grade level. This is not guaranteed.)***

***1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­ 2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­***

**DISTRICT CHOICES: *List three school districts where you would like to be placed. Include reasons for your choices. We try to place students together if possible. Understand that this is not a guarantee of placement, but preferences will be considered within the framework of the above listed restrictions and availability of placements.***

***1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Check whether 1st choice is the district \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or the grade level \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**REQUIRED INFORMATION: To make the placement determinations, the following background and interest information is needed. Answer honestly and as completely as possible.**

|  |  |  |
| --- | --- | --- |
|  | **DISTRICT** | **SCHOOL NAME** |
| **I ATTENDED** |  |  |
|  **For elementary:** |  |  |
|  **For middle school:** |  |  |
|  **For high school:** |  |  |
| **I have relatives who work as:** |  |  |
|  |  |  |
|  |  |  |
| **I have close family friends who work as:** |  |  |
|  |  |  |
|  |  |  |
| **I have relatives who attend in grade:** |  |  |
|  |  |  |
|  |  |  |
| **I have been a parent helper:** |  |  |
| **PRIOR FIELD PLACEMENTS:** |  |  |
|  |  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**List any relevant information that you believe should be known by the Director so that a potential conflict of interest may be avoided.**

 ***I understand that any false statements made on this form will jeopardize my internship and retention in this program. I also understand that any relevant information that could indicate a potential for conflict of interest that I neglect to supply to the Director, may also jeopardize my internship and retention in this program. Finally, I understand that neither I, nor any family member or friend, may contact the district or individual principals inquiring about or requesting a placement. Such conduct may also jeopardize my internship and retention in this program.***

\_\_\_\_\_ I understand placements will not be attempted until I have uploaded my resume to Handshake so it can be sent to districts.

**\_\_\_\_\_** I understand all of my coursework is to be completed prior to starting my student teaching.

**Student’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



**FERPA RELEASE**

**In accordance with the Family Educational and Privacy Rights Act of 1974 as amended, 20 USC 1232g (FERPA) and implementing regulations at 34 CFR part 99, “I authorize Oakland University to disclose any and all information in my education records, including any and all academic, personal, criminal (actual violations of law), and other records, regardless of whether any such record contains personally identifiable information, to all school districts which are considering me for student teaching internship placements.**

***Student Name: (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**CREATING YOUR RESUME**

*Resume samples can be found in the checklist on application page at* [*www.oakland.edu/sehs/sfs*](http://www.oakland.edu/sehs/sfs) *under Student Teaching Internships/Applying for Student Teaching, Tab 2 Complete Application*

This is a written summary of qualifications which reveals knowledge and skills acquired through the educational process, the range of experience acquired and the quality of performance achieved during preparatory training and/or employment. Think about the many skills that teachers employ when they work with students, other teachers, administrators, counselors, parents, coaches, and community members. Plan how to describe your background to show your strengths in these areas. Utilize a narrative format when discussing your philosophy of education.

**CONTENT:**

**IDENTIFICATION:** List this information at the top of the resume. Include your full name, complete address including zip code, telephone numbers with area codes, email address.

**EDUCATION:** The education section is usually near the top of the resume form. Beginning with your most recent experience, indicate the degree received, your program, teaching major (s) and minor(s), name of the school, its location (city and state), and the projected or actual graduation date (month/year). Highlight campus activities involving student organizations, professional affiliations, student government. Choose activities that demonstrate involvement such as attendance at conferences, teaching at Cranbrook, membership in SATE, etc. Demonstrate outstanding accomplishment by noting any academic, social or sports-related scholarships, awards or honors. List any licenses or certifications held.

**EXPERIENCE:** Employment is a major type of experience, however unpaid experience may be just as valuable. Your course-related field experiences should be included here as they are very relevant to your objective. Describe these experiences as you would your work, listing the names of schools and districts, locations (city/state), and dates. Include the facts of your teaching or field assignments: the number of students and/or classes, grade levels, subjects, type of community and other pertinent items of information. Describe your experiences in specific terms, using verbs that capture your skills and accomplishments. Examine other experiences where you may have earned a promotion, supervised others, assumed management responsibilities, or developed leadership, organization and communication skills. Don’t forget tutoring, recreation work, camp counseling and religious instruction. Don’t forget about your documented 70 hours of work with children. Provide the job title, name of employer, employer’s location (city and state), and dates (month/year) of employment for each employer starting with the most recent. ***Show experience using statements that describe functional activity. These duties or responsibilities can also describe community volunteer activity, extra-curricular as well as recreational activity. Use simple action verbs to begin these statements. List all information in reverse chronological order.***

**SKILLS:** Transferable skills are applicable to handling tasks in a variety of jobs. Common categories of these include intellectual, communication, interpersonal, problem-solving and decision-making, computer, and management. Teachers use most of these with emphasis on planning, organizing, researching, instructing, motivating, leading, speaking, listening, demonstrating, writing, evaluating and supervising.

**ACCOMPLISHMENTS:** These are the results of one’s efforts that show that duties and responsibilities were discharged in a superior manner. Describe your role in the event, the results achieved and the benefit derived. Go beyond describing what you did and select accomplishments that show how you got things done.

**MILITARY:** This can be used to supplement your experience. List the branch of service, highest rank, positions held, dates of service, and responsibilities and achievements. Explain how this experience transfers to a school situation.

**PHILOSOPHY**: State, briefly, what you believe to be the most important elements that must be a part of your environment for your students.

***MAKE SURE THIS IS ERROR FREE! You are not to exceed two pages for the main information.*** Space out evenly over the two pages, using a consistent format. A third page can be used for coursework completed prior to the internship.