



Application for Admission to Internship (Student Teaching)

Completed applications must be turned into the Education Office, 122 Hamilton Hall, prior to the first Friday in February. **Applications will not be accepted after this date.** The internship assignment will be completed in full near the end of the spring semester prior to the teaching internship. The Field Placement Officer (FPO) will notify the teaching internship candidates of their placement in writing as soon as decisions are made.

Several important factors help to determine the placement of teaching interns such as the site and location of public school, distance from OPSU, cooperation of public-school personnel, etc. The FPO will take placement preferences into consideration; however, the final decision regarding internship placement is at the discretion of the Dean, College of Arts and Education working through the FPO.

If for any reason you decide to withdraw from your teaching internship, please notify the FPO as soon as possible. This will allow the FPO to notify the school in which you have been placed so that they do not expect you. It also will help maintain good relations with the schools and make things easier if you intend to re-apply for a teaching internship at a later date.

First Name: _____ Last Name: _____

CWID #: _____ Proposed Semester of Internship: FA: SP:

Year: _____

Certification Information

Elementary Music Secondary _____

Secondary Subject Area

Personal Information

Current Address: _____ Current Cell Phone: _____

Current City: _____ Current State: ____ Current Zip: _____

Permanent Address: _____ Permanent Cell Phone: _____

Permanent City: _____ Permanent State: ____ Permanent Zip: _____

OPSU e-mail address: _____

Personal e-mail: _____

Emergency Contact Information

Contact Name: _____ Contact Phone: _____

Contact Address: _____ Contact City: _____

Contact State: ____ Contact Zip: _____

Do you anticipate working part-time during your internship? Yes No

If yes, what type of work? _____ Location: _____ Hrs./Wk.: _____



Please enter the names of the three people to whom recommendation forms were given:

Name: _____ You will need to put your name and ID# on the recommendation
 Name: _____ form, print three copies, and give them to the faculty from whom
 Name: _____ you are seeking recommendation.

Placement Preferences:

List School Choice in Order of Preference:

1st Choice:
 2nd Choice:
 3rd Choice:

List Grade Level in Order of Preference:

1st Choice:
 2nd Choice:
 3rd Choice:

List elementary, junior high, and high schools in which you attended or from which you graduated; colleges and universities attended, and any degrees earned.

Name of School	Location	Dates attended	Diploma/Degree Earned i.e. (HS Diploma, AA Degree)

Please list the name, relationship, school, grade level, and teacher's name of all family members attending public schools, as well as all family members, and their position, who work in any area schools.

Name	Relationship	School	Position (if applicable)	Grade Level (if applicable)	Teacher's name (if applicable)



Please discuss any additional factors that may affect your placement.

Remember, you will not be placed in an internship in which you will teach a member of your family, nor one in which you will be supervised by a member of your family.

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Have you passed your OSAT exam(s) Yes No

If Yes, please list the exams passed:

Other exams passed:

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Please sign and submit to the Education Office by the 1st Friday of February.

Your second portfolio review will take place the semester prior to your internship.

Signature: _____ Date: _____



Internship Recommendation for _____ ID# _____

(applicant name)

Note on confidentiality: Applicants will not have access to their application records. Pursuant to the Family Rights and Privacy Act of 1974, these records are temporary. After the process is complete, these forms become part of the student's permanent record.

Table with 5 columns: Statement, 3, 2, 1, N/O. Rows include: * Identified as Critical Dispositions by the EPP, * Demonstrates good work habits, * Demonstrates a positive attitude, * Displays confidence, * Honest and trustworthy, * Self-reliant, * Appreciates and shows empathy, * Aware of ethical issues, Prepared for class, Submits completed assignments, Participates in class discussions, Works cooperatively with peers, Demonstrates an appropriate level of energy, Communicates effectively--verbally, Communicates effectively--written, Respects authority, Shows ability and willingness to adapt, Speaks/Acts with forethought, Exhibits ability to work independently, Uses humor appropriately, Maintains self-control, Accepts and acts upon constructive criticism, Takes the initiative to do more than minimal requirements, Seeks help when failing to understand, Manifests qualities appropriate to work with public school students.

In what capacity do you know the applicant? _____ Advisee _____ Instructor

If you have taught the applicant, please list the courses taught. _____

Please answer the appropriate question below:

Do you recommend this candidate be accepted for Admission to the Teacher Education Program? ___ Yes ___ No

Do you recommend this candidate be accepted for the Internship? ___ Yes ___ No

Signature of Evaluator _____ Name of Department _____ Date _____

Return to: Mandy Batenhorst, Field Placement Officer HMH 122A or email to fieldplacementoffice@opsu.edu



Internship Recommendation for _____ ID# _____

(applicant name)

Note on confidentiality: Applicants will not have access to their application records. Pursuant to the Family Rights and Privacy Act of 1974, these records are temporary. After the process is complete, these forms become part of the student's permanent record.

Table with 5 columns: Statement, 3, 2, 1, N/O. Rows include statements like 'Demonstrates good work habits', 'Displays confidence in his/her own knowledge', etc.

In what capacity do you know the applicant? _____ Advisee _____ Instructor

If you have taught the applicant, please list the courses taught. _____

Please answer the appropriate question below:

Do you recommend this candidate be accepted for Admission to the Teacher Education Program? ___Yes ___ No

Do you recommend this candidate be accepted for the Internship? ___ Yes ___ No

Signature of Evaluator _____ Name of Department _____ Date _____

Return to: Mandy Batenhorst, Field Placement Officer HMH 122A or email to fieldplacementoffice@opsu.edu



Internship Recommendation for _____ ID# _____

(applicant name)

Note on confidentiality: Applicants will not have access to their application records. Pursuant to the Family Rights and Privacy Act of 1974, these records are temporary. After the process is complete, these forms become part of the student's permanent record.

Table with 5 columns: Statement, 3, 2, 1, N/O. Rows include instructions and various criteria like 'Demonstrates good work habits', 'Shows ability and willingness to adapt to planned and unplanned aspects of teaching/learning', etc.

In what capacity do you know the applicant? _____ Advisee _____ Instructor

If you have taught the applicant, please list the courses taught. _____

Please answer the appropriate question below:

Do you recommend this candidate be accepted for Admission to the Teacher Education Program? ___ Yes ___ No

Do you recommend this candidate be accepted for the Internship? ___ Yes ___ No

Signature of Evaluator _____

Name of Department _____

Date _____

Return to: Mandy Batenhorst, Field Placement Officer HMH 122A or email to fieldplacementoffice@opsu.edu