Deadline to submit application: September 19, 2012 - Late applicants must pay $50 late fee
No applications will be accepted after October 17, 2012 – No exceptions

APPLICATION FOR STUDENT INTERNSHIP
SPRING SEMESTER 2013

Please Print

Last Name	First	Middle	Maiden
Gender Birthdate	Student ID (starts with L) L	Social Security Number	
Home Phone #	Cell Phone #	UNA Portal E-mail Address @una.edu	
Current Mailing Address: Street/Apt #	City	State	Zip
Address during Internship (City and State only):		LiveText User ID	

Check the level that you are completing:

_____ Undergraduate _____Graduate - 5th year alternative masters

Check the teacher education program(s) you are completing (select all that apply):

☐ Elementary ☐ Elementary with Early Child P-3 ☐ Elementary with Collab Teach K-6

☐ Biology ☐ Business/Marketing ☐ Chemistry ☐ ESOL ☐ English/Language Arts

☐ Family & Consumer Sciences ☐ French ☐ General Science ☐ General Social Science ☐ Geography

☐ German ☐ History ☐ Mathematics ☐ Music, Choral ☐ Music, Instrumental ☐ Physical Education

☐ Physics ☐ Spanish ☐ Visual Arts

Complete the following

- High school you attended _____ Graduation Year _____
- List schools where you have the following relatives employed or attending: *(mom, dad, brother, sister, spouse, child, aunt, uncle)* _____

Students must sign the reverse side of this application before submitting to the Office of Teacher Certification.

→

Return this application to the Office of Teacher Certification – SH546

The following requirements must be met before a candidate can be admitted to internship:

- ✓ Submit this application to the Office of Teacher Certification by the due date.
- ✓ Complete all General Studies coursework (*for undergraduate students only*)
- ✓ Complete all Professional Studies coursework with a grade of "C" or better
- ✓ Complete all Teaching Field coursework with a grade of "C" or better
- ✓ Complete all required Field Experience hours
- ✓ Complete CAAP Exam (*for undergraduate students only*)
- ✓ Complete all three (3) parts of the Basic Skills Exam
- ✓ Complete appropriate PRAXIS II Exam
- ✓ Document an acceptable Spanish experience
- ✓ Provide documentation of a negative tuberculosis test that is less than 1 year old
- ✓ Maintain successful background clearance by the ABI and FBI
- ✓ Maintain GPA requirements:
  - **Undergraduate GPA Requirements**
    - 2.5 or better on UNA hours attempted
    - 2.5 or better on all work attempted
    - 2.5 or better on Teaching Field coursework attempted
    - 3.0 or better on Professional Studies coursework attempted
    - *For Elementary Education Majors:*
      All requirements above plus
      - 3.0 or better on overall Education Component
        Education Component = Professional Studies + Teaching Field
  - **Graduate GPA Requirements**
    - 3.0 or better Overall GPA

Additional Internship Information

- ✓ Applications will be reviewed and audited by the Director of Teacher Certification.
- ✓ Internship placements will be secured by the Director of Clinical Experiences.
- ✓ The University reserves the right to assign a student teacher to a placement in the greater Shoals area due to limitations on human and fiscal resources.
- ✓ Interns are required to attend a ***mandatory pre-orientation meeting*** on October 23, 2012 at 3:30pm in the Stevens Hall Auditorium and then a ***mandatory general orientation meeting*** immediately before the internship semester begins.
- ✓ Only accommodation requests submitted in writing to the Director of Clinical Experiences by the application deadline will be considered (*this does not guarantee request will be honored*).

STUDENT ACKNOWLEDGEMENT

By signing this application, I affirm that:

- ✓ I am knowledgeable of and agree to abide by UNA's policies concerning internship placements.
- ✓ I understand that incomplete applications will not be reviewed.
- ✓ I understand that documentation of all requirements must be on file in the Office of Teacher Certification ***prior to the start of the internship semester***.

Signature of Applicant _____ Date _____