Dear Teacher Candidate Internship Applicant:

Congratulations on having reached this point in your teacher preparation program. The Teacher Candidate Internship is the capstone experience to becoming a licensed professional teacher and we want to do everything possible to assist you in successfully meeting that goal. To be eligible to apply for your internship, you must: 1) be **ADMITTED** into the Teacher Education program, 2) have passing Praxis I or equivalent scores, 3) be in the process of completing all remaining coursework except your internship, and 4) be meeting the continuance requirements of your program. Passing scores for Praxis II, VCLA, and VRA or RVE (if applicable) must be on file with the Office of Teacher Education Services (Education Building, Room 152) **PRIOR** to the **Orientation Meeting** for your student teaching internship Fall 2012.

To better serve you and ensure your application is processed timely by school division **for a Fall 2012 teacher candidate internship placement**, please follow the following guidelines:

- **Deadline for submission is MARCH 15, 2012.**
  - Candidates applying for a placement in Fairfax County need to submit the application by January 31, 2012.

- Applications for teacher candidate internship are now assessed a fee. This fee is due with the application. The fee should be paid by personal check or money order (NO cash or credit cards will be accepted). Checks or money orders should be made out to “Old Dominion University.”

  - Any returned checks will result in a financial hold placed on the student’s record. This type of hold, if not cleared, may prevent registration and delay in licensure.

  - Application fee for submission by the deadline:
    - ➔ $25 for applications received by March 15 (this fee is non-refundable)

Applications received late after the January 31, 2012 (for Fairfax County) and MARCH 15, 2012 deadlines, candidates are **NOT** guaranteed an internship placement for the semester requested.

Late fee submission rates are as follows:

- ➔ $35 for applications received after March 15, by April 30
- ➔ $45 for applications received after April 30
- ➔ **THIS FEE IS NON-REFUNDABLE**

- The **Advisor Approval form** attached to the application MUST be completed and signed by your advisor to ensure you are meeting all requirements and that in fact you are ready to begin the internship. **Make sure to list the correct course number and credit hours of the Teacher Candidate Internship course required for your program.**

- Candidates may not be placed at a school where a relative attends or works. Candidates must disclose this information on the internship application. If a candidate is found to be at a school where a relative attends or works, the candidate will be removed and will complete the internship experience the next available semester.

- Complete and sign the Old Dominion University **Authorization for Release of Disciplinary Records** form.
Candidates must attend the Orientation Meeting. For all candidates who are in the Hampton Roads area, it will take place on campus, Wednesday, August 15, 2012 from 8:00 am – 4:00 pm and Thursday, August 16, 2012 from 8:00 am - 4:00 pm, in Webb Center, Hampton/Newport News Room. Lunch will be provided both days. Attendance is mandatory. You will be withdrawn from your internship, if you do not attend the Orientation Meeting. Also, there are two one-hour modules to be completed prior to the Orientation Meeting. An email with information to access the link will be sent out to each candidate in the Hampton Roads area attending the meeting.

For all Distance Learning candidates, outside of the Hampton Roads area (beyond Isle of Wight and Williamsburg), the Orientation Meeting will be provided via a sixteen-hour web-based module. An e-mail with information to access this link will be sent to each distance learning candidate and their site directors.

Passing scores on Praxis I or equivalent scores, Praxis II, including individual sub-test scores on the back page, the Virginia Communication and Literacy Assessment, and the required reading assessment** (VRA or RVE) for Pk-3, pk-6 and special education programs must be on file with the Office of Teacher Education Services (Education Building, Room 152) PRIOR to the start of this Orientation Meeting.

**Teacher Candidates who have earned a passing score on the Virginia Reading Assessment prior June 30, 2011 will not be required to take the Reading for Virginia Educators (RVE) assessment. Click here FMI.

A copy of TB test results, completed within one year of the beginning of your Teacher Candidate Internship experience is required by all school districts. DO NOT submit the test results to the TES office. You may be asked to submit a copy of your test results to the administrator of your assigned school.

The updated 2012-2013 Teacher Candidate Internship Handbook will be available after August 1, 2012. To download it and print it, go to: http://education.odu.edu/tes/teachercandidateinternship.shtml. (scroll down to the lower section of the page). Print the handbook by using your ODU free printing services available on-campus or at your distance learning site.

Please review the list of school districts requiring the criminal background and the ODU Policy on Background Checks. This information is also available on the TES Website under Student Resources. This must be submitted prior to the beginning your internship.

Candidates are NOT PERMITTED to contact school division personnel regarding placement until notified by Teacher Education Services staff.

After reviewing your application and your academic record, you will receive an e-mail notification of your internship placement. It’s imperative that you continue to meet all GPA and program requirements, since your academic progress will be reviewed again at the end of the current semester.

Please contact your program advisor or distance learning site director, if you have any questions concerning this application process. You may call me at 757-683-6448 or e-mail me at lbutler@odu.edu, if further clarification is needed.

Sincerely,

Leigh L. Butler

Leigh L. Butler, Ph. D.
Assistant Dean

NOTE: PRINT THIS ENTIRE PACKET IN SINGLE PAGES
Print all information.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Area Code/ Telephone Numbers (home &amp; work)</th>
</tr>
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<tbody>
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<th>Address:</th>
<th>Street</th>
<th>City</th>
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Male ( ) Female ( ) Date of Birth _____________ UIN: ___________________ ODU E-mail: __________________

Semester/Year for teacher candidate internship ______________________ Teaching Endorsement Area: _________________________

Permanent home address:

<table>
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<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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Teacher candidates MAY NOT be placed in the same school where a person they are related to attends or works. List below the name of the school(s) that should not be included in your request for placement on the “Placement Information Sheet”:

I agree to report to the school(s) to which I am assigned. I assume the responsibility for reporting any change in my teacher candidate internship plans to the director of teacher education services in sufficient time to prevent inconvenience to school personnel. I understand that final approval of this application will be made by my major department chair and the director of teacher education services after a review of my transcript prior to the beginning of my internship semester.

I further certify that I have never been convicted of a felony in the U.S.(or territories) or found guilty of a criminal offense in another country or found guilty of a misdemeanor involving children or drugs, nor have I ever been the subject of a founded complaint of child abuse or neglect, or nor have I ever had a teaching license revoked, cancelled, invalidated, or suspended. If, YES, attach explanation, court order documents indicating judgment and disposition of the case from the court of conviction, or statement giving full details and official documentation of the action taken. Please note this may preclude any opportunities for a teacher candidate internship placement.

Date __________________________ Signature of Teacher Candidate __________________________

PLEASE DO NOT WRITE BELOW THIS LINE

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<th>SCHOOL DIVISION</th>
<th>DATES</th>
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- Elementary School ( )
- Middle School ( )
- High School ( )

- Special Education ( )
- Library/Media ( )
- Other ( )

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- Library/Media ( )
- Other ( )

Rev. 09/26/2011
This sheet provides information regarding Teacher Candidate Internship placement and endorsement grade levels for candidates in our various teacher preparation programs. If a choice indicated by the word "or" is shown in the placement column for your program, please circle your choice. This is based on previous practicum settings. Candidates must have diverse field experiences.

<table>
<thead>
<tr>
<th>Program</th>
<th>Endorsement Grade Levels</th>
<th>Placements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor's Degrees in: English, History, Biology, Chemistry, Physics, Mathematics, Technology Education.</td>
<td>6-12</td>
<td>Middle School (14 weeks) or High School (14 weeks)</td>
</tr>
<tr>
<td>Marketing Education</td>
<td>6-12</td>
<td>ONLY High School (14 weeks)</td>
</tr>
<tr>
<td>Bachelor's Degrees in: Art, Dance, Foreign Languages, Special Education, Theatre, Music: Instrumental or Vocal,</td>
<td>K-12</td>
<td>Elementary (7 weeks) and Middle or High (7 weeks)</td>
</tr>
<tr>
<td>Health &amp; Physical Education</td>
<td>K-12</td>
<td>Elementary (7 weeks) and Middle School (7 weeks)</td>
</tr>
<tr>
<td>Master's Degrees in: Special Education, Speech Language Disorders</td>
<td>K-12</td>
<td>Elementary (7 weeks) and Middle or High (7 weeks)</td>
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<tr>
<td>Early Childhood Special Ed</td>
<td>Birth-Age 5</td>
<td>Early/Primary (14 weeks)</td>
</tr>
<tr>
<td>Early Childhood</td>
<td>PreK-3</td>
<td>Early/Primary (14 weeks)</td>
</tr>
<tr>
<td>Master's Degree: Middle School Education – Identify Content area:</td>
<td>6-8</td>
<td>Middle School (6-8) (14 weeks)</td>
</tr>
<tr>
<td>Master's Degree in Secondary Ed</td>
<td>6-12</td>
<td>Middle School (14 weeks) or High School (14 weeks)</td>
</tr>
<tr>
<td>Library Media Specialist</td>
<td>K-12</td>
<td>Elementary (14 weeks) or Secondary (14 weeks)</td>
</tr>
<tr>
<td>Master’s Degree: Elementary Education</td>
<td>PreK-6</td>
<td>Primary/Elementary (14 weeks)</td>
</tr>
<tr>
<td>Post-baccalaureate Endorsement – Identify Content Area:</td>
<td>All</td>
<td>14 week placement</td>
</tr>
<tr>
<td>MCTP – Identify Content Area:</td>
<td>6-8</td>
<td>Active Duty/Retired: 1-6 weeks placement at appropriate level</td>
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<td></td>
<td>6-12</td>
<td>Dependent: 1-10 weeks placement at appropriate level</td>
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<td>PreK-6</td>
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Student Teaching with a School District Contract (candidates who receive an offer of employment should notify Teacher Education Services immediately)

Practicum Semester/year: ____________ Subject/Grade Level: ____________ School: __________________________

Indicate Teacher Candidate Internship Semester/Year: Fall __________ Spring __________

(Make sure to register for the Internship Seminar course of your respective program)

PLEASE CIRCLE YOUR CHOICE OF SCHOOL DIVISION FOR THE TEACHER CANDIDATE INTERNSHIP:
Chesapeake, Hampton, Newport News, Norfolk, Portsmouth, Suffolk, Virginia Beach, Isle of Wight, Department of Defense Dependents Schools

Other: ____________________________

NAME: ____________________________ UIN: ____________________________ REQUESTING: School: ____________________________

Grade Level: ____________________________ Teaching Endorsement Area: ____________________________

If Special Education with 2 Endorsements, a second placement must be requested:

2nd School requested: ____________________________ Grade Level: ____________________________
Darden College of Education

ADVISOR APPROVAL FOR TEACHER CANDIDATE INTERNSHIP

This form must be completed and signed in consultation with the academic program advisor/site director prior to submitting this application. Schedule an appointment with your academic program advisor/site director prior to the deadline, as indicated on the cover letter.

__________________________________________________________________________________________________________________________

This form must be completed and signed in consultation with the academic program advisor/site director prior to submitting this application. Schedule an appointment with your academic program advisor/site director prior to the deadline, as indicated on the cover letter.

________________________________________

____ has completed or is currently enrolled in the necessary program prerequisites for Teacher Candidate Internship. The student currently maintains an overall grade point average of ________ in graduate/undergraduate/post-baccalaureate endorsement (please circle one), and a ________ grade point average in their major.

WRITE the scores achieved for the following assessment as prescribed by the Virginia Board of Education: Praxis I or equivalent approved scores, Praxis II, VRA/RVE (if required for your program), and VCLA. If an assessment has not been completed, WRITE the date you plan to take it. ALL passing scores must be on file prior to the Orientation Meeting date listed on the letter.

Praxis I (or equivalent SAT/ACT): Reading: __________ Writing: _________ Mathematics: __________ Composite: __________
Praxis II: __________ VCLA: __________ VRA/RVE: __________ Child Abuse & Neglect Training: __________

Foreign Language Teacher Candidates must have: ACTFL-OPI rating of advanced-low or higher score __________

List courses remaining or in progress to complete the degree/licensure requirements and identify the semester of enrollment. These courses must be successfully completed prior to starting the teacher candidate internship semester. Please contact the TES office if you plan to withdraw at any time, (757) 683-3348.

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<th>COURSE</th>
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Master’s Degree Students COMPREHENSIVE EXAM:

Register 30 days in advance, not later than:

Date of Comprehensive Exam: FALL __________ SPRING __________ SUMMER __________

Students not enrolled the semester in which the Comprehensive Exam is taken, then, they must register for GRAD 999, 1cr. For more information regarding the comprehensive exam, visit your academic department’s website.

Are there any major content or professional education courses with a grade below C-? If so, what is the course and what is the plan for retaking the course before the Teacher Candidate Internship?

The Professional Portfolio must be completed and submitted during the teacher candidate internship semester. This requirement must be completed in order to receive a Passing grade for the internship.

FMI: http://education.odu.edu/tes Then, click on "student resources" and scroll down to "Professional Portfolio" and How to Create your ODU portfolio. FMI on the electronic portfolio, go to: http://c1.livetext.com

I, __________________________________________ have read the cover letter and understand that I must attend the TWO-DAY Orientation Meeting, in order to be approved for student teaching.

______________________________ Signature of Teacher Candidate ________________ Date

Anticipating the successful completion of the current semester and the above plan, I recommend this candidate for the Teacher Candidate Internship.

______________________________ Signature, Teacher Candidate ________________ Date

______________________________ Signature, Academic Advisor ________________ Date
AUTHORIZATION FOR RELEASE OF DISCIPLINARY RECORDS

Section I. To be completed by the Student

Name (print): ______________________________________

LAST ___________________________ FIRST ___________________________ MI

UIN: ______________________________________________________________

I hereby authorize the Vice President for Student Affairs, or designee, to release to the Director of Teacher Education Services, or designee, any information contained in my student records (including copies of the records themselves) which is necessary to respond to Section II below. I understand that the information contained therein is confidential and will not be released to a third party.

Signature ___________________________________________ Date ____________________________

TO: Vice President for Student Affairs

FROM: Director, Teacher Education Services

The above named student is applying to the College of Education to perform his/her student teaching requirement. If the student was ever subject to disciplinary action while enrolled as a student, please describe briefly, attach pertinent supporting information, and return this form to the Office of Teacher Education Services and Advising, Room 152, Education Building. Thank you.

Section II. To be completed by the Vice President for Student Affairs or Designee

Summary of Disciplinary Action: ____________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Signature ___________________________________________ Date ____________________________

(person completing form)

Name ___________________________________________ Title ______________________________________

(print)
STUDENT TEACHER OR PRACTICUM PLACEMENT REQUEST FORM

To be completed by student teacher or practicum student and submitted through the education department.

TYPE OF REQUEST: ___________________________ DATE: ___________________________

Please print the following information clearly.

NAME: __________________________________________________________________________________________

LOCAL ADDRESS: ________________________________________________________________________________

PHONE(day) ______________________ (night) ______________________

CELLULAR PHONE # ______________________ EMAIL: ______________________

COLLEGE or UNIVERSITY ______________________ NUMBER OF CLOCK HOURS ______________

BEGINNING DATE MM/DD/YY ENDING DATE MM/DD/YY

GRADE LEVEL/SUBJECT(1ST PLACEMENT) ______________________

GRADE LEVEL/SUBJECT(2ND PLACEMENT) ______________________

DEGREE SEEKING (Please Check) Bachelor’s Master’s Licensure Only

TRANSPORTATION: Car Bicycle Bus Other Car pool with ______________________

1. I understand that CONFIDENTIALITY can be a legal/professional requirement in certain circumstances; I agree to observe all applicable rules.

2. I will be responsible for contacting the building principal or the main office at least one week prior to beginning my placement.

3. I have attached a summary of course requirements.

4. I will notify my cooperating teacher/school if I am ill or otherwise unable to attend.

5. I have verification of a negative tuberculin skin test taken within the last three years.

6. I have not been convicted of a violation of law other than a minor traffic violation.

7. I have no criminal charges or proceedings pending against me.

8. I have not been convicted of any offense involving sexual molestation, physical or sexual abuse, or rape.

9. I understand that failure to comply with these conditions can result in CANCELLATION of the assignment.

SIGNATURE: ___________________________ DATE: ___________________________

TO BE COMPLETED BY THE DEPARTMENT OF HUMAN RESOURCES ONLY

1ST Placement ___________________________ Date

2nd Placement ___________________________ Date

Attn: Director of Student Teaching
Please return to Norfolk Public Schools,
Dr. Lynne Meeks, Dept. of Human Resources,
Norfolk, VA 23510

Rev. 11/08
NORFOLK PUBLIC SCHOOLS
VOLUNTEER ACKNOWLEDGMENT FORM
FOR FIELD EXPERIENCE PLACEMENT

Please Print

Name: ___________________________________________________________________________________

Address: ________________________________________________________________________________

_____________________________________________________________________________________

Phone: _______________________________ Cellular Phone: _________________________________

College or University: _____________________________________________________________________

Beginning Date: ______________________ Ending Date: ________________________

Through the execution of this document, I do hereby acknowledge that my field experience placement with Norfolk Public Schools is voluntary and does not make me an employee of Norfolk Public Schools. I also acknowledge that I will not, under any circumstances, be eligible for Workers’ Compensation benefits in the event I am injured out of my teaching experience.

I am currently enrolled in a private health/accident insurance plan ____ yes ____ no

Name of Plan: _____________________________________________________________________________

Name of Subscriber: _______________________________________________________________________

Subscriber’s Address: ______________________________________________________________________

Enrollment No: ___________________________________________________________________________

It is my understanding that where other accident insurance is not available, I may be subject to coverage under a volunteer liability policy secured by Norfolk Public Schools, but this policy provides limited protection from both personal liability and injury claims arising out of this teaching experience.

Signature:___________________________________________________Date:  _________________________

Witness:____________________________________________________Date:__________________________
Policy

All Virginia school divisions are now required by state code to obtain background checks on their employees. Some school divisions are also beginning to require similar background checks for their teacher/practicum/internship candidates. However, Virginia colleges and universities, including Old Dominion University, are not authorized by state code to require background checks of their teacher education and counseling candidates as a condition for admission or participation in field experiences in the K-12 schools.

Procedure

Old Dominion University will provide information for candidates that the school division where they will complete their field experiences requires a background check and provide them with the name of a school division contact who can help them through the process. Teacher candidates are responsible for submitting the application and the appropriate fee to the school division. Results must be sent directly to the school division for its review. **ODU cannot pay background check fees, process applications, receive results, or determine/recommend that a student teacher meets an individual school division’s criteria.**

NOTE: Candidates in the Early Childhood program complete one practicum in the Child Study Center and must have a background check to meet the requirements of the Virginia Department of Social Services, which licenses the program. Candidates are responsible for the background check fee. The director of the Child Study Center processes the applications, receives the results, and maintains files for VDSS audit. In this instance, the Child Study Center functions in a role similar to that of a school division.

Other ODU professional education programs with practicum or internship sites at external agencies or programs that require background checks operate in a similar manner.