October 15, 2017

Dear Candidate:

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, Praxis Core 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. Official passing scores for Praxis Subject Assessment (formerly Praxis II), VCLA, and RVE (if applicable) must be on file with Teacher Education Services located in the Education Building, Second Floor, Suite 2345, **NO LATER THAN AUGUST 1, 2018. Please read the information below as you begin to plan for this exciting field experience.**

To better serve you and ensure your application is processed timely by the school division for a Fall 2018 teacher candidate internship placement, please follow the guidelines below:

- **Regular Deadline for submission of the application is February 1, 2018 for all locations.**
- **Submit an application fee with your teacher candidate internship placement 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 deadlines:**
  
  ➔ $25 for applications received by the Regular Deadline of February 1, 2018 (*this fee is non-refundable*)

  Candidates submitting their application late, after the regular deadline, are **NOT** guaranteed an internship placement for the semester requested:

  Late application deadlines and fee rates:
  
  ➔ $35 for applications received after the deadline of February 1, 2018, by March 1, 2018
  ➔ $45 for applications received after March 1, 2018, by April 1, 2018

  **Applications will not be accepted after April 1, 2018**

  **THE APPLICATION FEE IS NON-REFUNDABLE**
The Advisor Approval form attached to the application MUST be completed and signed by you and your advisor to ensure you are meeting all requirements and you will be 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.

Candidates may not be placed at a high school they attended or at a high school they graduated from.

Complete and sign the Old Dominion University Authorization for Release of Disciplinary Records form.

Clearance Process: ALL Candidates are required to complete the ODU Field Experience Clearance Procedures, prior to the Orientation. This process takes at least eight weeks to complete. Please read the conditions below:

- If you have successfully completed this process and have been previously cleared by ODU, you do not need to complete this clearance process.
- If you need to be re-activated/re-admitted to the University after being absent from Old Dominion University, you are required to complete the ODU Field Experience Clearance Procedures, prior to the Orientation.

Candidates must complete the Orientation.

- Tuesday, August 14, 2018, 8:30 am – 4:30 pm; lunch will be provided for on-campus attendees
- Wednesday, August 15, 2018, from 8:30 am – 4:30 pm; lunch will be provided for on-campus attendees; and
- Thursday, August 16, 2018, 8:30 am – 1:00 pm (no lunch provided)

Attendance is mandatory.
You will be withdrawn from your internship if you do not attend the Orientation.

For all candidates who are in the Hampton Roads area, the Orientation will take place on campus, location TBD.

For all Distance Learning candidates who are outside the Hampton Roads area (beyond Isle of Wight and Williamsburg), the Orientation will be provided live (real time) via Webex. An e-mail with information to access the link will be sent to each distance learning candidate to participate on the dates/times above.

Visits with clinical faculty will occur during the timeframe of August 22-31, 2018.

Candidates must be available to attend.

The following requirements must be on file with the Office of Teacher Education Services, Education Building, Suite 2345, by August 1, 2018:

- Passing scores on Praxis Core Academic Skills, or Praxis I, or equivalent scores;
- Passing scores on Praxis Subject Assessment (formerly Praxis II), including individual sub-test scores on the back page;
- Passing scores on the Virginia Communication and Literacy Assessment;
- Passing score on the required reading assessment (RVE for Pk-3, Pk-6 and special education programs);
• Copy of the First Aid/CPR/AED training;
• Dyslexia Awareness Training;
• Successful completion of the Clearance Process;
• ALL course work, content and professional education courses as listed in your curriculum, must be completed with the required grades;
• ALL GPA and grade requirements must be met as listed in your curriculum;
• Transcripts from external institutions documenting completion of required courses; and
• A copy of a negative TB test or screening 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.

Print the **Teacher Candidate Internship Handbook 2017-2018** by using your ODU printing services available on-campus. Laser printing is available in all labs, and remote printing in academic buildings and residence halls. Printing on campus is fee-based; black and white costs $0.05 per sheet and color costs $0.50 per sheet. Students receive a $1.25 credit to their print account at the beginning of each semester. Additional money can be added to this account. The Teacher Candidate Internship Handbook 2017-2018 is available for printing.

• Students may use an electronic device to access the handbook during orientation but are responsible for all materials within the handbook.

**CANDIDATES ARE NOT PERMITTED to contact school division personnel regarding placement until notified by the Teacher Education Services staff.**

After reviewing your application and your academic record, you will receive an e-mail notification that your internship application was received. It is 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 jsommerf@odu.edu, if further clarification is needed. Sincerely,

_Jody Sommerfeldt_

Jody Sommerfeldt, Ed.S.
Director, Teacher Education Services

**NOTE: PRINT THIS ENTIRE PACKET IN SINGLE PAGES**

Rev. 10-14-2016
APPLICATION FOR TEACHER CANDIDATE INTERNSHIP

Print all information.

Last Name                                First Name                                     Middle Name              Area Code/ Telephone Numbers (home & work)
_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________
Address:                   Street                             City                                     State        Zip
Male (   )     Female (   )   Date of Birth _______________ UIN: _____________________ ODU E-mail: ________________________
Semester/Year for teacher candidate internship ______________________ Teaching Endorsement Area: _________________________

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

Fill in the information below for observation and practicum completed:
Observation Semester/year: ____________ Subject/Grade Level:  _____________ School: _______________________
Practicum Semester/year:  _____________ Subject/Grade Level:  _____________ School: ___________________________
Practicum Semester/year: ______________ Subject/Grade Level:  _____________ School: _________________________

Please indicate your choice district for the teacher candidate internship placement. Please check TES website and fill out any additional forms required by the district that is being requested.
Teaching Endorsement Area: _________________________________________________

1) ____________________________________________________________________
   Name of School District
   City                                                                                      State

*Please note that while you may identify specific information, requests are not guaranteed. 
**Student Teaching with a School District Contract:** Candidates who receive an offer of employment at the time of student teaching should notify Teacher Education Services immediately

Rev. 03/07/2017
This sheet provides information regarding Teacher Candidate Internship placement and endorsement grade levels for candidates in our various teacher preparation programs. Please circle your program, endorsement grade levels, and your placement selection. 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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Licensure Grade Levels</th>
<th>Placements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BACHELOR'S DEGREE IN:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English, History, Biology, Chemistry, Earth Science, Physics, Mathematics, Technology Education, Marketing Education</td>
<td>6-12</td>
<td>Middle School (14 weeks) or High School (14 weeks)</td>
</tr>
<tr>
<td>Art, Dance, Foreign Languages, Theatre</td>
<td>K-12</td>
<td>Elementary (7 weeks) and Middle or High (7 weeks)</td>
</tr>
<tr>
<td>Special Education</td>
<td>Birth – Age 5</td>
<td>Select two 7-week placements: Early/Primary (7 weeks) Elementary (7 weeks) Middle (7 weeks) High School (7 weeks)</td>
</tr>
<tr>
<td>- Identify Content Area: SECA, SPEL, SPEN</td>
<td>K-12</td>
<td></td>
</tr>
<tr>
<td><strong>MONARCH TEACH</strong></td>
<td>6-12</td>
<td>Middle School (10 weeks) or High School (10 weeks)</td>
</tr>
<tr>
<td>- Identify Content Area: Math, Science (Biology, Chemistry, Earth Science, Physics) or Tech Education</td>
<td>K-12</td>
<td>Elementary (7 weeks) and Middle or High (7 weeks) Middle (7 weeks) and High (7 weeks)</td>
</tr>
<tr>
<td><strong>Music:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Identify Content Area: Instrumental (Band or Orchestra) or Vocal</td>
<td>K-12</td>
<td>Elementary (7 weeks) and Middle or High (7 weeks)</td>
</tr>
<tr>
<td><strong>Health and Physical Education</strong></td>
<td>K-12</td>
<td>Elementary (7 weeks) and Middle or High (7 weeks)</td>
</tr>
<tr>
<td>- Identify Content Area: General Curriculum or Adapted Curriculum</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>POST-BACCALAUREATE ENDORSEMENT:</strong></td>
<td>K-12, Pk-3, Pk-6, 6-8, 9-12</td>
<td>14-week placement</td>
</tr>
<tr>
<td>- Identify Content Area:</td>
<td>Foreign Language K-12</td>
<td>Elementary (7 weeks) or Middle (7 weeks) and High (7 weeks)</td>
</tr>
<tr>
<td><strong>MASTER'S DEGREE IN:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Education</td>
<td>K-12</td>
<td>Select two 7-week placements: Early/Primary (7 weeks) Elementary (7 weeks) Middle (7 weeks) High School (7 weeks) Early/Primary (14 weeks)</td>
</tr>
<tr>
<td>- General Curriculum</td>
<td>K-12</td>
<td></td>
</tr>
<tr>
<td>- Adapted Curriculum</td>
<td>Birth – Age 5</td>
<td></td>
</tr>
<tr>
<td>- Early Childhood Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speech Language Disorders</td>
<td>K-12</td>
<td>Elementary Education (14 weeks) Middle School (16 weeks) High School (16 weeks)</td>
</tr>
<tr>
<td>- 300 hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Media</td>
<td>K-12</td>
<td>Elementary (14 weeks) Secondary (14 weeks) Elementary (7 weeks) Secondary (7 weeks)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elementary Education</td>
<td>Pk-6, Pk-3, 6-8</td>
<td>Primary/Elementary (14 weeks) Middle (14 weeks)</td>
</tr>
<tr>
<td>- Early Childhood Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Middle School, Content Area</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TESOL</strong></td>
<td>K-12</td>
<td>Two 7-week placements</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secondary Education</td>
<td>6-12</td>
<td>Middle School (14 weeks) or High School (14 weeks)</td>
</tr>
<tr>
<td>- Identify Content Area:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MCTP</strong></td>
<td>6-8, 6-12, Pk-6</td>
<td>Active Duty: 6-week Other and/or Dependents: 10-week *6-12 English Endorsement, a minimum 10-week placement for ALL candidates</td>
</tr>
<tr>
<td>- Identify Content Area:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rev. 03/07/2017

**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 above.

Candidate’s Name: ___________________________ Undergraduate GPA: ________ CUM ________
Program: Undergraduate □ Graduate □ Post-baccalaureate □ Major ______________ Professional Education ________
Graduate GPA: ______________

WRITE the scores achieved for the following assessment as prescribed by the Virginia Board of Education: Praxis I or Praxis Core or equivalent approved scores, Praxis II, RVE (if required for your program), and VCLA. If an assessment has not been completed, WRITE the specific date you plan to take it.

Test Registration Centers and Dates Virginia Test Requirements
VCLA ______________ Date you plan to take it ______________
RVE ______________ Date you plan to take it ______________
Praxis Subject Assessment (formerly Praxis II) ______________ Date you plan to take it ______________

Elementary Education Multiple Subjects:
Reading & Languages ______________ Date you plan to take it ______________
Mathematics ______________ Date you plan to take it ______________
Social Studies ______________ Date you plan to take it ______________
Science ______________ Date you plan to take it ______________

MOS Specialist Exam for Marketing and Technical Education:

ALL passing scores and completion of First Aid/CPR/AED and the Clearance Process must be on file prior to the Orientation Meeting date as noted on the cover letter above.

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEMESTER</th>
<th>COURSE</th>
<th>SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>6.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>7.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>8.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td>9.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td>10.</td>
<td></td>
</tr>
</tbody>
</table>

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 999, 1cr, assigned by your academic department. 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- or C or C+ or B- or B, depending on your program? 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://www.odu.edu/tes and click on Professional Portfolio on the sidebar. FMI on the electronic portfolio, go to: http://c1.livetext.com as prescribed by your program.

I, ___________________________ (print your name) have read the cover letter and understand that I must attend the two and a half-day Orientation, 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 ________________________

Do not write below this section.

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, Suite 2345, 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)

Rev. 02/24/2017