

INTERNSHIP II/GRADUATE INTERNSHIP APPLICATION DEPARTMENT APPROVAL CHECKLIST

It is very important that the following items meet the criteria as outlined in the catalog before full application is forwarded to the Office of Field Experiences, Clinical Practice and Partnerships.

Please use this form as a coversheet to the candidate's Internship II/Graduate Internship application.

Teacher Candidate _____ Date _____

AASU ID 907-_____

Program (Circle One):

Art Biology Chemistry ECE English History Middle Grades Mathematics Music
PEHM Physics Science Spanish SPED

Application Approved by: _____
Department Head Signature

*The following items **MUST** be confirmed by the appropriate department head before sending to FECCP:*

	1. Admitted as a candidate to the department program
	2. Successful completion of all courses on the Program of Study
	3. Undergraduate Candidates: Cumulative GPA of 2.5 or better and a "C" or better in all courses acceptable toward the teaching field, professional sequence, concentration(s), and related electives Graduate Candidates: Cumulative GPA of 3.0 or better
	4. Internship Placement Policy (INT-1) Signed and Dated by Applicant
	5. Affirmation (INT-5) signed
	6. Background Check Consent form signed and notarized <i>(Not required if Candidate is Employed by a school district.)</i>
	7. Demonstration of Basic or Better in Domains 1 and 4 of the PEU Performance Outcome Assessment Instrument
	8. Satisfactory completion of all critical assignments
	9. Acceptable Candidate Disposition Assessments (2 – Must be attached to application)
	10. Principal's Acknowledgement – INT 7 (For Post-Bac and M.A.T. Candidates who are requesting to complete a Graduate Internship in their own classrooms. – Department Head must approve the request - See Grey Box on form.)
	11. Passing score on GACE Basic Skills Assessment or PRAXIS I (if taken prior to March 5, 2007)
	12. Passing score on GACE II Content Area (attached) <i>Please note deadline to submit to FECCP July 15, 2009</i>
	13. Approved for Internship II/Graduate Internship (Submit this signed checklist as verification of approval)
	14. Proof of Liability Insurance must be attached.
	15. Courtesy Placement Request form (INT – 10) with Letter of Request (if applicable)

*If a candidate intends to take an additional course during Internship II, there must be a request for that in writing which must be approved by the department before sending the applications to our office.