

The Internship Handbook pgs. 5-6

Application Process

Applications for final internship are due approximately one year prior to internship.

- Fall Internship Applications are due around November 15 of the preceding fall.
- Spring Internship Applications are due around March 15 of the preceding spring.

Intern Audit Workshops are offered throughout the semester to assist in completing all application requirements, including the graduation audit. If a teacher candidate cannot attend an audit workshop, they are responsible for contacting the Office of Clinical Experiences *at least 30 days* prior to the appropriate application deadline for application forms and internship information.

Placement Disclosure

Regarding schools previously attended or where relatives are employed or enrolled

When completing the application for the final internship, teacher candidates are required to disclose information regarding any schools they have previously attended as well as information regarding relatives employed in or attending any school district where placement could occur.

The term “relative” includes parents, spouse, children, step-children, siblings, aunts, uncles and/or in-laws. Under most circumstances, teacher candidates will not be placed in districts where relatives are employed. Failure to provide this information may jeopardize continuation in that placement or the program.

Internship Eligibility and Clearance Process

The following eligibility requirements must be met prior to the internship. The candidate must:

- Be admitted to the professional education sequence.
- Complete all required course work (students may not be enrolled in any other course during intern teaching).
 - World Language Candidates only – OPI score of *advanced low* or higher (per program) must be on file.
- Maintain a cumulative grade point average of 3.0 (or as required by catalog year).
- Maintain a grade point average of 3.0 (or as required by catalog year) in the professional education sequence and no grade lower than a "CB" in any professional education course.
- Complete methods course(s) in major and minor with a minimum grade of "CB" (or as required by course catalog).

The candidate must also:

- Accept responsibility for their own health insurance coverage for the duration of the internship and must sign a liability waiver at time of application.
- Submit proof of sub permit to the Office of Clinical Experiences at oce-info@wmich.edu and complete any other background checks as required by the school district.
 - Note: Early childhood and special education programs may have different background check requirements.
- Have no Academic Holds on their student account prior to registration.
- Must be cleared for internship by the academic advisor for their major.
- Must attend intern orientation in the semester prior to internship.

Clearance Process First Review (at time of application)

- Applicants must meet required GPA in designated portions of the degree program established by the program/department of the teacher candidate's major.
- All prerequisite coursework and examinations as designated by the program/department of the teacher candidate's major must be completed or in progress.
 - World Language Candidates must be registered to complete or have successfully completed OPI exam.
- Completion of work to address "incomplete" grades must be in progress.
- If applicable, conviction disclosures are submitted to Academic and Professional Standards Committee for additional review.
- Applications (Applicants) will be notified of initial application status at the time of first review.

Clearance Process Second Review (following posting of final grades for the semester prior to internship)

- Program requirements are met for GPA.
- All prerequisite coursework and required examinations are successfully completed.
 - World Language Candidates only – OPI score of *advanced low* or higher (per program) must be on file.
- Any coursework with "incomplete" grades has been successfully completed.
- If applicable, conviction disclosures are submitted to Academic and Professional Standards Committee for review.
- District background checks and sub permit is submitted.
- Applicant has no HOLDS on registration.
- Applications will be notified if registration is denied due to eligibility issue.

Ineligibility/Postponing Final Internship

If a teacher candidate is deemed ineligible, the Office of Clinical Experiences will notify student as soon as possible and make recommendations for next steps. If teacher candidates must postpone/change their final internship plans, it is imperative that the Office of Clinical Experiences is contacted immediately.