Intern Audit Workshop

Fall 2020 Final Internship
Spring 2020 Pre-Internships

Welcome!

Workshop Objectives:

1. Complete Intern Audit

2. Apply for Graduation!

3. Learn about MTTC subject test objectives

4. Start your application for pre-intern and final intern teaching on Tk20

We're going to talk through some slides and then you'll have time to work!

The Intern Audit: What You Need to Know

The intern audit is a process where Advising verifies for the Office of Clinical Experiences that <u>you are on track to complete your internship in Fall 2020</u>.

This process includes: <u>verifying that you have met internship requirements:</u>
- GPA,
- Required courses,
- Tests (as needed at time of upper-level admission).

Verification of the requirements will be done individually– we'll come to you. This way we can ask and answer questions about your individual plan for completing any remaining courses before you are cleared to intern teach.

Applying for Your Pre-Internship:

Elementary, Early Childhood, HPHE, and Secondary are the only programs that currently require an online application for **pre-internship** through OCE.
- You also cannot register yourself for these pre-internships.
- Check with your program if you are unsure about applications on Tk20.

Applications for Elementary, Early Childhood, HPHE, and Secondary pre-internships are completed the semester **before** the course, so complete them today if you are planning on completing a pre-internship next semester.

You will receive pre-internship placements after the semester begins. Do not be alarmed if you have not heard prior to the start of the semester.

Applications are due by November 15, 2019

Applying for Your <u>Final Internship</u>:

Check and double-check your application for spelling and grammar. A school or mentor **has the right** to deny your placement <u>based on your application materials</u>.

A school or mentor **has the right** to decide they do not want you as a guest in their classroom <u>after your initial meeting</u>. Your internship is not guaranteed.

The Material for School-Partner Review is the most important part of your application and the packet all school partners review before deciding to host you. Treat this like a job application!

Applications are due by November 15, 2019

Applying for Your <u>Final Internship</u>: Please Understand

OCE Staff will try to place you in your preferred placement if it coincides with our policies:
- You may not intern where you went to high school.
- You may not intern where your family teaches or attends.
- You may not place yourself.
- You may not travel more than 50 miles from a WMU campus.

Not all school districts take interns every semester. Some districts tell us what teachers will take interns– there are <u>many</u> moving parts in making your placement happen. Please be patient.

You can't always get what you want.

We can't help you if you don't tell us your needs. <u>In the additional information section, tell us anything that will help us make the best placement for you</u>.

TAKE A PICTURE OF THIS SLIDE!

Drop-In Assistance in OCE's Office: 2302 Sangren Hall
Get your application reviewed with honest feedback, grab a snack, and submit your application!

Appointment only: Set an appointment with your Clinical Specialist for one-on-one help.
Elementary, Early Childhood, and SPED: Kerry Hegele- Kerry.Hegele@wmich.edu
Secondary, WFED, Music, Art, PHETE: Angie Boynton- Angela.Boynton@wmich.edu

November 15: 1:00 p.m. - 4:00 p.m. **APPLICATIONS DUE at 5:00 p.m.!**

More Help!

Resume and Cover Letters: Career and Student Employment Services (1401 Ellsworth Hall)
Review of All Writing: Writing Center for Academic Success Programs (1343 Ellsworth Hall)

Preparing For Your Final Internship

Other things to work on at this point:

- Get your sub permit (good for one year) and sub once a semester. You only pay for fingerprints once. You will pay for a permit every school year. It is cheaper to get this done and sub before your final internship. You must be registered as a sub to start your internship next Fall. Fingerprints can cost $50-$80. The sub permit costs $45.

- Get your CPR (Adult & Child) <u>and</u> Standard First Aid certification (good for two years). This can cost $50-$100. Check on the WMU Teacher Certification website for approved MDE providers!

- Take MTTC subject area tests immediately after your last methods course. These cost $129 per subject area test.

- *Note: Your teaching certificate costs $160 after graduation.*

MTTC Subject Area Test Objectives

Now is the time to start thinking about when to take your subject area exams!

Goal: Take them BEFORE your internship semester-just after your methods classes!

Use the MTTC website to prepare:

http://www.mttc.nesinc.com   (then go to PREPARE tab)

1. Review test objectives

2. Use the study guides

3. Take the practice tests

Questions?

Let's Get Started with the Intern Audit!

1. Log into your computers

2. Then log into GoWMU (use Firefox)

3. Once in GoWMU, open Degree Works

   To access Degree Works:
   - click the down arrow on the ALL LINKS bar
   - click the down arrow on the Academic Services line
   - choose Degree Works (you will need to allow for pop ups)

Now That You Are In Degree Works

1. Pull out your completed intern audit form

2. Verify that the classes you have listed on your form are the only classes in Degree Works that are indicated as still needed

3. If you have missed any classes, please add them to your form

4. After your form is complete, have it signed by an Advisor and apply for graduation in GoWMU

How to Apply for Graduation

1. In GoWMU Student Home Tab, click the down arrow on the ALL LINKS bar
2. Click the down arrow on the Academic Services line
3. Click on Application for Graduation
4. Verify that your information is correct, including the name you want on your diploma and your graduation term, and then check the box next to "I acknowledge…"
5. Click Submit Application – a $55 application fee will then be charged to your student account.

Once you've submitted your application, you can expect the graduation audit process to take 6 to 8 weeks to complete. Acknowledgement of your audit, along with your remaining requirements, will be emailed to you within that time.

Applying for Clinical Experiences on Tk20

Log into your application on Tk20.

      To access Tk20 (wmich.edu/teachercertification/data-reporting/tk20)

- Use a different browser than the one you have open currently. For example, if you are in Chrome, open Firefox.
- Choose Applications from the navigation on the left.
- Choose the green **+ Create New Application** button.
- Select appropriate application from the dropdown menu and click on the green **Next** button.
- Complete the application with the required information

Once you have started an application, you have 3 options:

      Save: Click this at any time to save your progress so you can finish it later.

      Submit: Submit your application for final review.

      Cancel: Exit the application without saving or submitting any changes.

<u>NEVER</u> PRESS THE BACK BUTTON OR OPEN MULTIPLE TABS OF Tk20 WHILE WORKING ON YOUR APPLICATION! This may cause data loss.

What to do on Tk20 TODAY!

1. If applicable, complete any of your pre-internship applications. These are easy.

2. Read through your final internship application to ensure you don't have any questions for the OCE staff while they are in the same room as you!

3. Complete what you can on your final internship application today.

4. Remember: Upload "School Partner Materials" as a pdf.

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