



Office of Teacher Education Services and Advising

Darden College of Education
152 Education Building
Norfolk, Virginia 23529
Phone (757) 683-3348

June 25, 2012

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 RVE/VRA (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 Spring 2013.

To better serve you and ensure your application is processed timely by the school division for a **Spring 2013 teacher candidate internship placement**, please follow the following guidelines:

→ **Deadline for submission is SEPTEMBER 15, 2012.**

*Candidates applying for a placement in Fairfax County need to submit the application by **AUGUST 15, 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 SEPTEMBER 15, 2012 (*this fee is non-refundable*)

Applications received late after the August 15, 2012 (for Fairfax County) and SEPTEMBER 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 September 15, by October 15, 2012

→ \$45 for applications received after October 15, by November 1, 2012

→ **Applications will not be accepted after NOVEMBER 1, 2012**

→ **THE LATE 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, January 9, 2013 from 8:00 am – 5:00 pm and Thursday, January 10, 2013 from 8:00 am - 5:00 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** (RVE/VRA 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 are 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 December 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

OFFICE OF TEACHER EDUCATION SERVICES
APPLICATION FOR
TEACHER CANDIDATE INTERNSHIP

DO NOT WRITE IN THIS SPACE

Approved Date Processed
Licensure Areas:

GPA:
PRAXIS Exam:

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:

Permanent home address:

Street City State Zip

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

SCHOOL DIVISION DATES

SUGGESTED SCHOOL AND/OR TEACHERS

PLACEMENT REQUESTED IN:

Elementary School () Special Education ()
Middle School () Library/Media ()
High School () Other ()

SCHOOL DIVISION DATES

SUGGESTED SCHOOL AND/OR TEACHERS

PLACEMENT REQUESTED IN:

Elementary School () Special Education ()
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High School () Other ()

Darden College of Education Teacher Candidate Internship

TELETECHNET PLACEMENT INFORMATION SHEET

Return this sheet with your Application for Teacher Candidate Internship to your Site Director

NAME: _____ UIN: _____ Site: _____

This form provides information regarding Teacher Candidate Internship placement and endorsement grade levels for candidates in our TELETECHNET teacher preparation programs. **If a choice is indicated by the word "Or" on the placement column for your program, please CIRCLE your choice.**

<u>Program</u>	<u>Licensure Grade Levels</u>	<u>Placements</u>
Bachelor's Degree: Special Education – General Curriculum	K-12	Elementary (7 weeks) and <i>Circle one choice below</i> Middle Or High School (14 weeks)
Master's Degrees: Special Education - General Curriculum or Adapted Curriculum	K-12	Elementary (7 weeks) and <i>Circle one choice below</i> Middle Or High School (14 weeks)
Master's Degree Elementary Education	PreK-6	Primary/Elementary (14 weeks)
Post-baccalaureate Endorsement Content Area: _____	All	14 weeks
MCTP – Identify Content Area: _____	6-8 6-12 PreK-6	Active Duty/Retired: One 6-week placement at appropriate level Dependent: One 10-week placement at appropriate level

Practicum completion Semester/year: _____ Grade Level(s): _____ School: _____

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

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

Please indicate your choice(s) for the teacher candidate internship placement:

Grade Level: _____ Teaching Endorsement Area: _____

1) _____
Name of School District
Name of School

CityStateZip Code

2) _____
Name of School District
Name of School

CityStateZip Code

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.

_____ 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, RVE/VRA (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.

COURSE	SEMESTER		COURSE	SEMESTER
1.			6.	
2.			7.	
3.			8.	
4.			9.	
5.			10.	

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

OLD DOMINION UNIVERSITY
DARDEN COLLEGE OF EDUCATION

TEACHER CANDIDATE BACKGROUND CHECKS

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 internship teacher 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 to help them through the process. Candidates are advised to **review the list of school divisions requiring criminal background checks.** [Click here](#). 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. **Candidates are responsible for their own background check fee.**

Other ODU professional education programs with internship sites at external agencies or programs that require background checks operate in a similar manner. Please consult with your graduate program advisor.