

INSTRUCTIONS FOR PROSPECTIVE TEACHER INTERNS

Requirements for Admission to Internship include the following:

REQUIREMENTS

- 1. PRAXIS II Passing Scores (copy)
- 2. Minimum of 3.0 GPA overall
- 3. Minimum 3.0 GPA in major
- 4. Satisfactory Completion of all Course Work except for Internship and Senior Seminar
- 5. Major courses completed with a grade of “C” or better
- 6. Results from a Tuberculosis Skin Test
- 7. Internship Endorsement
- 8. Interview with for Teacher Education

Interviews will be scheduled upon receipt of completed applications by Dr. Michael Nugent.

EVIDENCE

- Copies of Scores from ETS or entry exam
- Official UMES Transcript*
- Signed Attached Sheet (page 8)
- Unofficial HawkWeb Transcript with Advisor Verification**
- Unofficial HawkWeb Transcript with Advisor Verification & page 3**
- Health Certification Form (page 7)
- Signed Attached Sheet (page 8)

*Please note, only one Official UMES Transcript is required.

** Advisor’s signature is required on one computer generated unofficial UMES transcript from HawkWeb for confirmation of satisfactorily completed courses as stated in Requirements #4 and #5, above.

Please type or Word Process this application. Once your completed application has been submitted, you will receive verification from Dr. Michael Nugent, Interim Coordinator of Professional Development Schools and School-Based Programs.

***You will intern in two separate school systems, if at all possible to expand your experiences. Each experience will be at one of our Professional Development Schools at two different levels (i.e., elementary, middle, high). Please indicate at least two different school systems on the Eastern Shore on your application. Secondary majors must teach one experience at the middle school level and one at the high school level. P-12, and 1-12 majors must teach one experience at the elementary level (1-6) and one experience at the middle or high school (secondary) level (7-12). We can request a particular grade or teacher in a school system, but that does not guarantee that the requested placement will be available.

You must attend a 1 day workshop at UMES prior to the semester you do your internship. Please note that you will not be placed at a school you attended/graduated from, or one where you have relatives attending or working.

PLEASE DO NOT MAKE CONTACT WITH THE SCHOOLS UNTIL PLACEMENTS ARE APPROVED AND YOU HAVE BEEN NOTIFIED IN WRITING BY THE DEPARTMENT OF EDUCATION.

Please be sure all information is complete, and in the proper format; or the application cannot be accepted.

Application for Internship

Name _____ Date of this Application _____
 (Last) (First) (Middle/Maiden)

Home Address _____ Phone _____
 (Street) (City) (State) (Zip)

Current Address _____ Phone _____
 (Street) (City) (State) (Zip)

Email address _____ Cell Phone _____

UMES ID Number _____ Advisor _____

PREFERENCE FOR ASSIGNMENT

SEMESTER (Indicate Fall or Spring) _____ YEAR (Indicate calendar year) _____

Please read the instructions on page 1*(bottom of page) before completing this section.**

LOCATION (Put down 1st and 2nd choices)

First Placement --

- _____ Caroline County
- _____ Somerset County
- _____ Wicomico County
- _____ Worcester County

Second Placement -

- _____ Caroline County
- _____ Somerset County
- _____ Wicomico County
- _____ Worcester County

NOTE: You will be required to provide your own transportation to reach assignments.

Please check the type of certification you seek.

P-12 ___ Secondary (7-12) ___ Special Education 1-12 ___; *1-8 ___; *6-12 ___
 *(graduate students only)

Subject Area of Certification: _____

High School from which you graduated _____

Schools in which you currently have children enrolled or family members employed _____

Special Placement Challenges to be considered _____

For Office Use Only:

	School	Mentor Teacher
First Experience		
Second Experience		

**UMES Professional Education Unit
c/o Department of Education
Hazel Hall – 2025**

**University of Maryland Eastern Shore
Princess Anne, Maryland 21853
410-651-7958**

Current Semester Courses / Grades

Please list the courses taken during the current semester with anticipated final course grade and have signed by your advisor.

Major: _____

Course Number	Name of course	Course Grade

This is part of Evidence for Requirements Number 4 and 5 indicating satisfactory completion of all course work except for Internship and Senior Seminar and completion of major courses with a grad of “C” or better.

Date _____ **Advisor’s Signature** _____

Personal Data Record

This form is being used for multiple purposes. It provides background information for mentor teachers, administrators, and university supervisors. It is also used to provide background for nominees for various annual awards given to teacher candidates.

Name				
	(Last)	(First)	(Middle, Maiden)	
Home Address				
	(Street)	(City)	(State)	(Zip)
Phone			UMES ID Number	

Please list the types of field experiences you have had in schools. (List your most recent experience first.):

Name of School	Type of Field Experience (Observation, Pre-Internship, Other: describe)	Grades/Subjects	Beginning Date	Ending Date

Please describe the following in detail. Use another blank page, if necessary.

Community service activities (church, youth organization, camp counseling, other):

Work experiences:

Recreational and hobby interests:

Extracurricular activities while at UMES:

Special abilities (indicate your abilities in art, music, dramatics, etc.):

Autobiography

Please compose a short autobiography which will be read for your Intern Interview with the Teacher Education Review Committee and submitted to faculty on your behalf for various annual awards given to teacher candidates. Your autobiography might include information about what motivates your desire to teach, experiences with students and youth groups, travel experiences or hobbies, college activities which have brought you recognition or honors, or any pertinent data you feel would help these individuals know you better. **The autobiography must be word processed or typed.**

Teacher Intern Emergency Contact Information

Name _____

Current Address _____

City _____ State _____ Zip _____

Phone Number _____

Email _____

Permanent Address _____

City _____ State _____ Zip _____

In case of emergency during internship, please notify:

Name _____ Phone _____

Special health/medical concerns:

**Please Keep a Copy of this Form and Provide to Your
Mentor Teacher for Each Placement**

Certification of Health for School Personnel

Top Part To Be Filled Out By Teacher Intern

Form To Be Filed In School Personnel Folder

Name: _____

Birth Date: _____

UMES ID No. _____

Home Address: _____

To Be Completed By Physician

Date

Tuberculosis has been ruled out by:

or

Negative tuberculin test _____

Negative chest x-ray _____

Statement:

I have, this date, examined _____ and find no evidence of any physical condition that would conflict with the health, safety, or welfare of the pupils.

Comments:

Licensed Physician or Other Licensed Medical Personnel

Date

Your Healthcare provider may substitute another form reflecting TB Test results.

Please be advised the UMES Health Department may provide a TB Screening Questionnaire.

Internship Endorsement

Name _____ Date of this Application _____
Home Address _____ Phone _____
Local Address _____ Phone _____
Email address _____ Cell Phone _____
UMES ID No. _____ Advisor _____

STUDENT SIGNATURE:

I will have met all the requirements established by my department (s) for admission to an Internship prior to my placement. I agree to abide by all the rules and regulations set forth by the Department of Education regarding the internship procedures as outlined in this application packet. I agree to attend the workshop the week prior to the semester I do my internship.

Signature: _____

APPROVAL OF ADVISOR

The teacher candidate will have met all requirements established by the department for admission to the internship prior to placement; including 3.0 GPA overall and major courses, and completion of all course work with the exception of the internship and senior seminar. In the case of MAT and M.Ed. students, the teacher candidate must have a 3.0 GPA overall and in major courses.

____ Satisfactory ____ Unsatisfactory Date _____ **Signature** _____

SUPPORT ENDORSEMENT BY FACULTY

I have reviewed this application and recommend by my signature that this teacher candidate be advanced for admission to the Internship. (Please have faculty other than advisor provide this recommendation.)

____ Satisfactory ____ Unsatisfactory Date _____ **Signature** _____

____ Satisfactory ____ Unsatisfactory Date _____ **Signature** _____