

STUDENT TEACHING/INTERNSHIP & STATE LICENSE APPLICATION

For Special Education

All courses required for graduation and/or teacher licensing must be completed prior to beginning an internship or student teaching, except with written department approval. Your application and placement is conditional upon completion of all program requirements.

Application Procedure

1. **Present the following items in hard copy form to the Special Education department, 340 MCKB, for approval:**
 - *Student Teaching/Internship Information Form* with current *ABC/STUDENT PROGRESS REPORT* attached.
 - *3 Autobiography* forms with photo (approx. 2" x 2") attached to each copy. (Original may be color-copied.)
 - *Worksheet for Educator License* form with photo (approx. 2" x 2") attached.
 - *Application for Utah Teacher License* (Utah State Board form SBEU 0340).

Note: You need a total of 4 photos. Use color copies only.
2. **All student teachers/interns are required by state law to complete a BCI/FBI fingerprint background check.**

Background clearance is valid for 3 years. If your clearance has expired since your acceptance to a teacher education program or will expire during student teaching/internship, consult with the Education Advisement Center (120 MCKB).
3. **Pay fee in 120 MCKB.** Pay the required fees on your signature card in 120 MCKB. The cashier will attach a receipt to the application. Fee: \$50. (If fingerprint clearance has expired the fee is \$119).
4. **Submit all of the above forms and the fee card stub to 340 MCKB prior to or on the deadline date.** Late applicants will be charged an additional fee of \$25.

Application Deadline – Student Teaching/Internship

Fall Semester. Last business day of January

Registration

Student Teachers register for 12 credits.

Interns register for 6 credits Fall Semester and 6 credits Winter Semester.

No concurrent class may be taken outside special education courses during student teaching or internship except with department approval. Interns who register for a class concurrent with their internship must consult with their supervisor and pay the related tuition.

Student Teaching Placements

Student teachers will be notified as to their assignments by August 1st. Student teaching requests will be considered, but student teachers will be placed according to the need within the BYU partnership districts.

Student Teaching/Internship Final Evaluations

Final evaluation forms for your student teaching/internship are completed by your cooperating teacher and university supervisor. These forms have a space provided for your signature, indicating that you have read them. The forms are submitted to 340 MCKB by the university supervisor, and the originals are forwarded to the Education Career Placement Center to become part of your permanent employment file.

Employment File with Career Placement Services

All students must register with Education Career Placement Services, 2400 WSC, and attend a mandatory workshop to create your placement file.

Licensure Forms

Licensing forms need to be filled out, and unpaid fees must be paid before finishing student teaching/internship and all other courses have been completed. For post-baccalaureate students, this process must be finished before the posting deadline which is three weeks after each university graduation or the papers cannot be processed until the next graduation. This process can be completed in 340 MCKB.

SPECIAL EDUCATION STUDENT TEACHING INFORMATION FORM
(Current ABC/Student Progress Report must be attached to this sheet)

Last Name	First Name	Middle/Maiden	Social Security #
BYU Address	City	State	Zip
BYU Phone			
Permanent Address	City	State	Zip
Permanent Phone			
Summer Address	City	State	Zip
Summer Phone			
Current e-mail address	Licensure Program: M/M _____ Severe _____		

Assignment Requested (check one box):

- Internship _____
 (School Year)
- Regular Student Teaching
 Fall _____ Winter _____
 (Year) (Year)

Grade Preference:

1st choice _____ 2nd choice _____ 3rd choice _____

District Preference: (rank your preferences)

Alpine _____ Jordan _____ Nebo _____
 Provo _____ Wasatch _____

Special circumstances:

Comments or special circumstances that affect your first Choice: (e.g., health issues, family situation, Letter of Authorization)

Car Available? Yes No
 Number of passenger you are willing to transport _____

You will be responsible to arrange your own transportation to site and drivers will be responsible to maintain insurance coverage.

Cohort Information:

All courses should be completed prior to student teaching. Courses not yet completed for graduation (excluding current enrollment):

Course	Semester

FOR EAC USE ONLY	
<input type="checkbox"/> G.P.A.	<input type="checkbox"/> LICENSURE APPLICATION
<input type="checkbox"/> FINGERPRINTS	<input type="checkbox"/> GRADE AND DIST PREF
<input type="checkbox"/> FEE CARD	<input type="checkbox"/> AUTOBIOGRAPHIES
<input type="checkbox"/> ASSIGNMENT REQUEST	<input type="checkbox"/> EAC CLEARANCE

Apply for a graduation/licensure exit interview in 120 MCKB (Undergrad) and 340 MCKB (Post-bacc) prior to your final semester.

During your student teaching/internship experience, evaluations will focus on the strength of your professionalism, teaching, academics and interpersonal relations. If your supervisors determine that you would be better served in a major other than Special Education, you will be counseled out of the program.

AUTOBIOGRAPHICAL INFORMATION

NAME (IN FULL) _____

SS NUMBER _____ PHONE _____

E-MAIL _____

ADDRESS _____

In the space below, please type a brief (**one page only**) autobiography which includes family/background, hobbies, interests, and talents (highlight skills that could be utilized in your teaching), education, work, travel and your reasons for choosing the teaching profession.

PHOTOGRAPH

*(Must fit in this box.
Please trim extraneous
background)*

Professional looking head
and shoulders photo
of **yourself ONLY!**

Submit 3 copies of your
autobiography with photo
firmly attached to each.

WORKSHEET FOR EDUCATOR LICENSE

I accept the following conditions and requirements:

1. I will maintain a grade-point average of 2.85 or higher.
2. If there are any exceptions made for any major or minor requirements, I will supply verification by memorandum to the Education Advisement Center to be placed in my file.
3. I understand that if I cancel my student teaching assignment, I will forfeit all or part of the total application fee. The Field Services Office (120 MCKB) will not consider the cancellation finalized until I go personally to that office and complete the cancellation form.
4. I agree to pay additional fees in the event that I need an extended experience or need to repeat my student teaching.
5. I will schedule an exit interview with the coordinator of graduation/Utah state teacher licensure (120 MCKB) prior to my final semester.

PHOTOGRAPH

*(Must fit in this box.
Please trim extraneous
background)*

Professional looking head
and shoulders photo
of **yourself ONLY!**

Submit 3 copies of your
autobiography with photo
firmly attached to each.

I authorize BYU to send transcripts and any other necessary documentation needed for Utah Teacher Licensure to the Utah State Office of Education.

Your signature represents your understanding of and willingness to comply with the conditions stated above.

_____ Student's Signature _____ Date _____

Please fill out the following:

Name _____ M _____ F _____
(Last) (First) (Middle or Maiden) (Sex)

Social Security Number _____ Ethnic Background (Optional) _____

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

Local Phone _____

Permanent Address _____
(Street) (City) (State) (Zip)

Permanent Home Phone _____

Home state or country _____ If Utah, specify county _____

Major _____ Expected Date of Graduation (Month/Year) _____