

Checklist for Mexico

7/31/07

Name _____

Date _____

Complete the following steps with: (H) Hansens (NISTP): 206-B MCKB or 201-C MCKB
(F) Field Services Office: 120 MCKB
(I) International Study Program (ISP): 280 HRCB

_____ 1.(F) Complete the regular Student Teaching Application available on the Field Services website, <http://education.byu.edu/fieldservices>. Fill it out online, then print it to be signed and submitted to the Field Services Office, 120 MCKB.

_____ 2.(H) Complete the “Information Form for National/International Student Teaching File,” available on the Field Services website under National/International Programs.

This information form includes:

(A.) Information Page

(B.) Letter of intent – Explain reasons for requesting this placement, what you will offer the program, and why it will be good for you.

(C.) Two letters of recommendation – One as a character reference and one from someone who has observed you teach in a school classroom. Come as close as you can to this, based on your experience. This could be a supervisor or liaison. For each of these letters you should provide a stamped envelope, pre-addressed to: **Dr. Merrell Hansen, 206-B MCKB, BYU, Provo, Utah 84602-5099 or the person could fax the letter #801-422-0652, Attn: Merrell Hansen. You must follow up with the individual to verify that the letter of reference has been sent. Arrange to pick up the sealed envelope and deliver it to the Hansens, if the due date is near.**

Submit a hard copy of the Information Form to the Hansens in 206-B MCKB. This is the form that tells us you are seriously interested in participating in this program. We will start a file on you when we receive this form. Please don't wait for the other materials before you give us this form – the earlier the better! Then please keep in touch.

Be sure to get a signature for department approval at the bottom of the “Information form” from your Major Program Supervisor or Liaison.

_____ 3.(I) Complete ISP online application at <https://kennedy.byu.edu/isp/online/app> for the “Student Teaching Mexico” program. Your category for purposes of this website is “Internship.” Follow all instructions carefully, and make sure to check that your letters of recommendation arrive at the Kennedy Center.

_____ 4.(H) Interview (You will be contacted about the time and place.)

_____ 5.(I) Receive acceptance letter. This letter will include: (1) a payment slip, (2) prep course registration information, (3) payment information, and (4) a student checklist of required pre-departure items.

- _____ 6.(I) Pay the acceptance fee of \$30.00, either online or at the Cashier's office in the Administration Bldg. (ASB). You will need the payment slip you received with your letter of acceptance if you are paying at the Cashier's office.
- _____ 7.(I) Register for your student teaching course online (Sc Ed 476R or El Ed 400R). You must register for a specific section, denoting that you are an ISP student. The Kennedy Center can tell you which section to register for.
- _____ 8.(I) Attend 1 credit preparation class, taught by the Hansens. Registration will take place ONLINE through AIM. The specific registration information (course number and section number) is included in your acceptance letter. This class is currently being held second block on Tuesdays 5:00 – 7:00 p.m., room # TBA. You will be notified if there is a change. Class time could possibly change to meet student needs.
- _____ 9.(I) **DO NOT OVERLOOK THIS PART:** Complete the requested items as outlined in the "Student Checklist," which will come in your acceptance letter. This includes a "Log-Off" that should happen one month before you leave for your program (or before you leave Provo). "Log-Off" includes: (1) signed release forms, (2) the ISP Office checking your file to be sure everything is in place, (3) giving you your International Student I.D. card, an SOS card/pamphlet, and your ISP flight bag. Your SOS card provides for emergency assistance, paid up front so can get the help you need, but the bill comes back to you. Be sure you have a clear understanding of the SOS card before you leave the ISP office with card in hand.
- _____ 10.(F) Apply for graduation before you leave – the best time is now.

Application Deadlines: January 31 for Fall semester
September 30 for Winter semester

Merrell & Mary Hansen NISTP
(National/International Student Teaching Programs)
206-B MCKB or 201-C MCKB
#801-422-8117
NISTP@byu.edu