



## Intern Candidate Responsibilities Secondary Education Majors



### **Application**

All Intern applicants must fill out a regular *Student Teaching/Internship Application* and submit it to the Education Services Office (350 MCKB) before the required deadline. Once the application is cleared through the Education Services Office, the internship hiring process will primarily take place through the intern's major department and the partnership school districts. Interns will be contacted by a school or district for interviewing where an intern position is located. If offered a position as an intern, the student must notify their assigned University Supervisor and the Education Services Office at 801-422-3426.

### **Receiving Credit**

An internship allows teacher candidates to complete requirements for student teaching while under contract as a first-year teacher. Interns must complete the terms of their internship—successful teaching over the entire district school year contract.

### **Registration & Tuition**

Once a contract has been offered and accepted, the intern will need to enroll in the subject specific 12-credit internship course for fall semester (typically a 496R course number). No registration is required for the winter semester unless it is necessary for the student to have continued campus enrollment. Prior to enrolling in the internship class, the intern will be required to register their internship through BYU's online IRAMS system. When adding the class, select "Internship Application" located in the Course Header section. Interns will be directed to the BYU online Internship Application page. Once the intern has completed the application, it will be sent to Education Student Services (ESS) for review and approval. Once cleared by ESS and the BYU Internship Office, the intern will receive an email directing him or her to register for (add) the intern class. The intern candidate must return this form signed before the IRAM will be approved for registration in the internship course.

***Tuition must be paid by the tuition deadline.*** If tuition is not paid in full, the internship class will be dropped and the intern will be pulled from the internship program. **Tuition for fall semester is due August 2014.**

If the student is hired for an internship, he or she will register for 12.0 credit hours fall semester. A "T" grade (course in progress) will be given at the end of fall semester. Once the intern has successfully completed the internship, the grade will be changed to a "P" grade (pass grade) during the following Spring term. No credit will be given for an incomplete internship.

***Ecclesiastical Endorsement:*** Although interns are off campus in the partnership schools they are still BYU students and, as such, are required to have a current Ecclesiastical Endorsement or their registration will be cancelled. Ecclesiastical Endorsements are due March 15 for clearance for graduation the following year.

As a rule, interns are not allowed to take any additional classes during their internship. Exceptions may be appealed if a class is required for graduation and was not completed before the internship. If approved, the intern may take the class during winter semester or the spring/summer after the internship.

Classes may not be taken during the fall semester of an internship. If a class is needed after the internship, the intern must enroll in a .5 credit class during the winter semester to maintain enrollment status at BYU.

### **Scholarships**

Interns are eligible to apply for scholarships for fall semester. The BYU Scholarship Office allows student teachers and interns to claim university scholarships with a minimum of **12.0** credit hours (even if the scholarship requires 14.0 credits). **Interns are ineligible for scholarships during winter semester or spring term.**

### **Financial Aid: PELL Grants and Loans**

Interns are eligible to apply for PELL grants and/or other loans for fall semester only. **Since interns are not required to enroll winter semester or spring term, they are ineligible for grants or loans. It should also be understood that the grace period for repayment begins six-months from the end of the last enrolled semester.** In some instances, ESS will send a letter to the lender verifying the student's participation in an internship. This letter **may or may not** satisfy the lenders' requirement for deferring loan repayment.

### **Graduation & Licensing**

Interns must apply for graduation prior to beginning their internship. Interns will graduate in June and will walk in the August Convocation Exercises. If a student wishes to walk in the April Convocation Exercises, they are required to submit a "Request to Walk Form" through their major advisement center. The student's name will be printed in the August Convocation Program, not the April Convocation Program. Approximately 6-8 weeks after graduation, Education Student Services will email the intern on the final steps needed to print their Utah teaching license.

### **International Students**

Due to international status and complications with Visa requirements, international students are ineligible to participate in an internship program, unless they are "residents" and hold a green card.

### **On-Campus Housing**

Interns living in BYU on-campus housing will need to submit a housing appeals form to prevent being evicted. The appeals forms must include information regarding the internship and identify Education Student Services as the contact department to verify the authorized internship. (The appeals form may be obtained from BYU Housing Office, 100 SASB.)

### **School-Based Internship Preparation**

Once hired, interns must contact Education Student Services (801-422-3426), their BYU Supervisor and the building administrator who will provide direction and mentoring support during the summer prior to the beginning of school. Interns are expected to: attend all beginning of the year district in-service training, professional development and faculty meetings, study all school policies and curriculum guides.

### **Health Insurance**

All interns must obtain and maintain health insurance coverage throughout the duration of their internship. It is the intern's responsibility to report his or her health insurance provider to BYU to avoid being automatically charged for BYU health insurance. If an intern plans to take district health insurance during his or her internship, the intern must report this to BYU before the beginning of the fall semester. If the intern does decide to participate in district insurance, please make sure to review the school district's coverage and plans.

## **Benefits of an Internship**

Typically, an intern is offered half of a first-year teacher salary. The amount of the salary varies by district. Health insurance benefits are available at each district should the intern choose to utilize them. Coverage of these benefits vary by district. While participating as an intern, the intern will have a master teacher available to assist them at his or her assigned school. The intern will also have a university supervisor from BYU available for assistance for the duration of the internship.

**Additional Information can be found in the current Field Service Guide located at the following link:** [http://education.byu.edu/sites/default/shared/documents/ess/documents/policy\\_handbook.pdf](http://education.byu.edu/sites/default/shared/documents/ess/documents/policy_handbook.pdf)

Please sign and return this form to Education Student Services, 350 MCKB or send electronically to [ess@byu.edu](mailto:ess@byu.edu) showing that you have received, read and understand the responsibilities of being an intern through the McKay School of Education.

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Student Name (Printed)

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Student BYU ID#

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Student Signature

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Date