

**BYU Public School Partnership
Internship Program**

Participating School Districts
ALPINE – JORDAN – NEBO – PROVO – WASATCH



**~ Intern Candidate Responsibilities ~
Special Education Majors**



Application

All Intern applicants must fill out a regular *Student Teaching/Internship Application* and submit it to the Education Student Services Office (350 MCKB) before the deadline. Once the application is cleared through the Education Student Services Office, the internship hiring process will primarily take place through the Counseling, Psychology, and Special Education 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 Student 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 12-credit internship course for fall semester, CPSE 496R. 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) CPSE 496R. ESS will not approve the internship application if the student has not signed and submitted this form, the Intern Candidate Responsibilities form.

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 of CPSE 496R 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.

Special Education interns must enroll in the 1-credit capstone seminar, CPSE 490, in winter semester.

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.

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 they will not be allowed to register. Ecclesiastical Endorsements are due March 15 for the following year.

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 should contact the Financial Aid Office to find out if they are eligible to apply for PELL grants and/or other 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 can send a letter to the lender verifying the student's participation in an internship. This letter **may or may not** satisfy the lender's requirement for deferring loan repayment.

Graduation & Licensing

Interns must apply for graduation prior to beginning their internship. Interns are scheduled to graduate in June and walk in April. Interns can request to walk in August by filling out a "Request to Walk" form in ESS (350 MCKB). The intern's name will appear in the April Convocation program unless he or she requests to walk in August. Approximately 3-6 weeks after graduation, Education Student Services will email interns the final steps needed to obtain 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.)

On-Campus Activities

Intramurals – Interns can participate in intramurals with a fee of \$25.00 if one of the following applies: intern resides in a **Provo** YSA Ward, intern is married to a BYU student, intern lives in a married student ward, or intern registers for at least 0.5 credit winter semester.

Athletic Facilities – Contact RB Info at 801-422-3644 for more information.

Library – Contact library at 801-422-6061 for more information.

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, attend all professional development and faculty meetings, and 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, he or she should be 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 and the Special Education student teaching/internship handbook located at the following link: http://education.byu.edu/cpse/bs/internship_info.html

Please sign and return this form to Education Student Services, 350 MCKB, in your student teaching/internship application or send it electronically to ess@byu.edu, showing that you have received, read, and understood the responsibilities of being an intern through the McKay School of Education.

Student Name (Printed)

Student BYU ID#

Student Signature

Date