



College of Education  
Office of Field Experiences  
Education Building, Room 139  
704-687-8802  
[education.uncc.edu/ofe](http://education.uncc.edu/ofe)

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## Application for Graduate Student Teaching/Internship for Lateral Entry Teacher Candidates

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### Application Procedures

**All Middle Grades and Secondary students should contact Dr. Adam Myers to complete the application online.**

**DO NOT PRINT THIS APPLICATION PACKET DOUBLE-SIDED.** The application packet **must** include **all** of the following items at the time of submission. **An incomplete application packet will not be processed.** (Graduate Interns admitted through the Distance Education program may call the Office of Field Experiences to discuss their application submission.)

1. *Application for the Graduate Internship*
2. *Advisor's Recommendation and Eligibility Checklist*, with advisor's signature
3. A copy of your program planning sheet, updated with current information (on file in your department)
4. A copy of your unofficial transcript
5. A copy of your lateral entry license
6. A letter from your principal verifying your status as a full-time lateral entry teacher who will be employed during the Internship semester within the grade levels and subject areas of your licensure
7. Signed *Student Consent to Release Records* form
8. Criminal Background Check and Drug Screening
9. Guidelines for Graduate Student Teaching Clearance
10. Two (2) copies of a current resume.
11. Two (2) copies of the signed *Graduate Internship Policies and Procedures*.

### General Information

All teacher education candidates in the Master of Arts in Teaching or the Graduate Certificate in Teaching (formerly named Fast Track) programs are required to complete a course that encompasses graduate student teaching (referred to as graduate internship for lateral entry teachers). Successful completion of the graduate internship is required for both lateral entry and non-lateral entry candidates. The graduate internship provides the basis for the recommendation for a Standard Professional Level I teaching license in North Carolina.

The graduate internship is a **16-week full-time experience and must be completed within the grade levels and subject area for which the candidate is seeking licensure.** Lateral entry candidates who meet all eligibility requirements may complete the graduate internship requirements within their own public school classrooms.

NOTE: Candidates employed in non-public schools who wish to complete the graduate internship in their place of employment must comply with policies and procedures regarding private school placements that can be found on the Office of Field Experiences website at [www.ofe.uncc.edu](http://www.ofe.uncc.edu). Consult with the Office of Field Experiences well in advance of the application deadline. Clinical experience in public schools prior to the student teaching/internship is required. Candidates completing the graduate internship in private school settings will have the same internship and licensure requirements as public school lateral entry candidates.

### Criteria for Admission to the Graduate Internship

Before beginning the graduate internship, candidates must meet the following criteria:

1. Formal admission to the Graduate Certificate in Teaching or the Master of Arts in Teaching through the Office of Teacher Education Advising, Licensure, and Recruitment (TEALR).
2. Completion of all professional education coursework with a GPA of 3.0 or higher and no more than two grades of C.

3. Completion of all background coursework requirements in the teaching content area with a GPA of 2.50 or better and no grades lower than C.
4. Documentation of technology components required to be complete prior to the internship (either on your own, or through a specified course in your department; see your advisor for further information).
5. Documentation of field experiences in three diverse settings including the internship.

### Application Deadlines

Lateral Entry Candidates may mail their completed applications via U.S. Mail or submit the completed application in person to the Office of Field Experiences. Faxed applications will not be accepted. An appointment is not required for lateral entry candidates. **Incomplete applications will NOT BE PROCESSED.** A completed application packet must be received in the Office of Field Experiences by the following deadlines:

- *Application for Fall semester lateral entry student teaching internship:* First week of February
- *Application for Spring semester lateral entry student teaching internship:* First week of September

### Notification of Placement

Lateral entry teachers will receive verification by email that placement in their own school is confirmed. This information will be sent to the candidate's **UNC Charlotte email address**. This email will contain a link to important information about orientation, course registration, and final eligibility criteria for the internship. All correspondence from the Office of Field Experiences to students is **only** sent to students' UNC Charlotte email accounts. Students are reminded to check these email accounts often.

### Course Registration and Orientation

Submission of this application does not constitute official course registration for the course that comprises the graduate internship. Candidates who meet the criteria for admission to the graduate internship will be issued a permit to register by the Education Advisor or Program Coordinator in their department. Notification of the permit to register will be sent to the candidate's university email account. After receiving the permit, the candidate must follow the standard university procedures for course registration. When registering, please refer to footnotes in the *Schedule of Classes* since **it is important that candidates register for the appropriate sections**. A **mandatory orientation session** will be held before the UNC Charlotte classes begin. The OFE website will contain details of this required orientation session. All graduate student teaching candidates are required to attend this orientation.

### Student Teaching/Internship Placements

The following school systems are within the UNC Charlotte geographic area for completion of the graduate student teaching/internship. If your school system does not appear on the list below, please consult with the Director of Field Experiences to determine if accommodations can be made. A currently employed distance education candidate may complete the graduate student teaching/internship in his/her school district, if allowed by the district and if the school district will enter into a Field Experiences Agreement with the Office of Field Experiences at UNC Charlotte. Distance Education candidates may be required to drive up to 50 miles one way from their student teaching placement site. Transportation and technology access are the responsibility of the student.

Anson County	Cleveland County	Gaston County	Mooresville City	Union County
Cabarrus County	Iredell-Statesville	Lincoln County	Rowan-Salisbury	
Charlotte-Mecklenburg	Kannapolis City	Rutherford County	Stanly County	

**PLEASE COMPLETE:**  
Graduate Internship Semester  
Year 20\_\_\_\_ Fall \_\_\_ Spring \_\_\_

**Application for the Graduate Internship for Lateral Entry Candidates**

Mr. Mrs. Miss Ms. (Circle One)

Name \_\_\_\_\_ ID # 800 \_\_\_\_\_  
(Last) (First) (Middle)

Permanent Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
(Street) (City) (State) (Zip)

Student Teaching Address (at which you will be living during student teaching, if different from above) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
(Street) (City) (State) (Zip)

UNC Charlotte Email \_\_\_\_\_ Other Phone (\_\_\_\_) \_\_\_\_\_

Faculty Advisor \_\_\_\_\_ Current Licensure (if applicable) \_\_\_\_\_

Are you officially enrolled in the Distance Education program at UNC Charlotte? \_\_\_ Yes \_\_\_ No

Are you a Teach For America (TFA) member? \_\_\_ Yes \_\_\_ No If "yes", give cohort date \_\_\_\_\_

Do you have a current NC teaching license: \_\_\_ No \_\_\_ Yes, Licensure area & type of license \_\_\_\_\_

**Licensure Area**

- \_\_\_ Arts Education (K-12): \_\_\_ Art \_\_\_ Music \_\_\_ Theatre (MDSK 6470) \_\_\_ Dance (DANC 5400)
- \_\_\_ Birth – Kindergarten Education (CHFD 6400)
- \_\_\_ Elementary Education (ELED 6470)
- \_\_\_ Foreign Language (K-12): \_\_\_ French \_\_\_ German \_\_\_ Spanish (MDSK 6470)
- \_\_\_ Middle Grades (6-9): \_\_\_ Language Arts \_\_\_ Mathematics \_\_\_ Science \_\_\_ Social Studies (MDSK 6470)
- \_\_\_ Special Education: \_\_\_ General Curriculum (SPED 6475) \_\_\_ Adapted Curriculum (SPED 6476)
- \_\_\_ Teaching English as a Second Language (TESL 6470)
- \_\_\_ Secondary Education (9-12): \_\_\_ Biology \_\_\_ Chemistry \_\_\_ Physics \_\_\_ Comprehensive Science  
\_\_\_ English \_\_\_ Mathematics \_\_\_ Social Studies (MDSK 6470)

**Degree Level**

- \_\_\_ Master of Arts in Teaching Degree (MAT)
- \_\_\_ Graduate Certificate

**Lateral Entry Applicants: Student Teaching Internship Placement Information**

Teaching assignment during the graduate internship semester: Grade level(s) \_\_\_\_\_ Subject Area(s) \_\_\_\_\_

School \_\_\_\_\_ System \_\_\_\_\_ Phone \_\_\_\_\_

Years completed as a lateral entry teacher at this school \_\_\_\_\_

Years completed as a lateral entry teacher prior to the beginning to graduate internship \_\_\_\_\_

Principal/Director's Name \_\_\_\_\_

List any family or close relatives employed or enrolled at this school site \_\_\_\_\_

**The following school systems are within the UNC Charlotte geographic area for student teacher placements and supervision.**

- |                       |                     |                   |                  |              |
|-----------------------|---------------------|-------------------|------------------|--------------|
| Anson County          | Cleveland County    | Gaston County     | Mooresville City | Union County |
| Cabarrus County       | Iredell-Statesville | Lincoln County    | Rowan-Salisbury  |              |
| Charlotte-Mecklenburg | Kannapolis City     | Rutherford County | Stanly County    |              |

**NOTE:** Candidates employed in non-public schools who wish to complete graduate student teaching/internship in their place of employment must comply with policies and procedures regarding private school placements that can be found on the Office of Field Experiences website at [www.ofe.uncc.edu](http://www.ofe.uncc.edu). Consult with the Office of Field Experiences well in advance of the application deadline.

*I verify that all information submitted with my graduate student teaching/internship application is current and accurate. If any information changes before starting graduate student teaching/internship, I will contact the Office of Field Experiences promptly.*

CANDIDATE SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

## Advisor's Recommendation and Eligibility Checklist for Admission to Graduate Student Teaching/Internship

Candidate Name \_\_\_\_\_ ID Number: 800\_\_\_\_\_

Licensure Area \_\_\_\_\_

Advisor \_\_\_\_\_

<b>Before beginning graduate student teaching/internship, the candidate must meet the following criteria. At the time of application, the advisor must verify that the candidate is likely to meet these criteria by the end of the semester.</b>	<b>Advisor's Verification and Comments</b>
1. Completion of all professional education coursework with a GPA of 3.0 <u>and</u> no more than two grades of C.	
2. Completion of all background coursework requirements in the teaching content area with a GPA of 2.5 or better and no grades lower than C.	
3. Documentation of completion of field experiences in three diverse settings (Note: Only one setting may be the school site for the graduate internship.) Attach documentation if not on file in candidate's department. <ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c. (Student Teaching site)</li> </ul>	
4. Are there pending Academic Petitions awaiting approval?      Yes_____ No_____	

**Advisor Verification for Graduate Student Teaching/Internship:**

I verify that the above information is correct at the time of the candidate's application for student teaching.

\_\_\_\_\_

Advisor Signature
Date



## STUDENT CONSENT TO RELEASE RECORDS

Name of Student (Print): \_\_\_\_\_

Student ID: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

The Family Educational Rights and Privacy Act (FERPA) affords certain rights to students concerning the privacy of, and access to, their education records. I, the undersigned, hereby authorize The University of North Carolina at Charlotte to release the following education records and information:

- Name
- Permanent Address
- Current Address
- Phone
- Email Address
- Student Teaching School
- Program Area
- GPA and other Academic Standing Information
- Autobiographical Statement
- Praxis I, II, or other licensure exam results
- Criminal Background Check results

to School System Personnel and Department of Public Instruction/Licensure Division for the purpose of internship and/or student teaching placement, application for teacher licensure, and school employment opportunities until further notice.

I understand further that: (1) I have the right not to consent to the release of my educational records and information; (2) I have the right to receive a copy of such records upon request; (3) and that this consent shall remain in effect until revoked by me, in writing, and delivered to the University Registrar, but that any such revocation shall not affect disclosures previously made by The University of North Carolina at Charlotte prior to the receipt of any such written revocation.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian (if student is under 18 years of age)

\_\_\_\_\_  
Date

*This information is released subject to the confidentiality provisions of appropriate state and federal laws and regulations, which prohibit any further disclosure of this information without the specific written consent of the person to who it pertains, or as otherwise permitted, by such regulations.*

**CRIMINAL BACKGROUND CHECK AND DRUG SCREENING  
ACKNOWLEDGEMENT AND AGREEMENT  
UNC CHARLOTTE  
COLLEGE OF EDUCATION**

\_\_\_\_\_  
Candidate's Printed Name

\_\_\_\_\_  
Licensure Program/ Degree or Certificate Level

1. I understand and acknowledge that the UNC Charlotte College of Education (COED) has affiliated with school districts and other facilities (hereinafter "Agencies") to provide field experiences, student teaching, and internships for candidates in the COED. I further understand and acknowledge that the Agencies have a compelling interest in the integrity of their services and the welfare of the children and clients they serve, others who may come into contact with candidates, and the candidates themselves.

2. I understand and acknowledge that in order to protect their interests, many Agencies/Schools require candidates to comply with their drug testing and/or criminal background check policies and to undergo drug testing and/or criminal background checks as conditions of participating in their education programs. In addition, such Agencies/Schools may require that candidates submit to the required drug testing and/or criminal background checks at the candidates' own expense.

3. I understand and acknowledge that an Agency/School may, in accordance with its policies, reject or terminate a candidate's placement from its Agency/School based on the results of the drug testing and/or criminal background checks.

4. I am or will be enrolled as a candidate in the COED, and plan to participate as a candidate in an educational experience at an Agency/School.

5. Because participation in Agency/School-related educational programs is a degree requirement for candidates in the COED program indicated above, I understand that I may be required to undergo a criminal background check and/or drug screening as a condition of my participation in an internship, field placement, or clinical experience at an external educational Agency/School district.

6. As a condition of participating as a candidate in an education program, I hereby agree to comply with the criminal background check requirements at each Agency/School to which I am assigned. If the Agency/School facilitates criminal background checks, I agree to comply with such requirements and to follow the procedures set forth by the Agency/School.

7. I hereby agree to comply with the drug screening test requirements at each Agency/School to which I am assigned. If the Agency/School facilitates drug screening, I agree to comply with such requirements and follow the procedures set forth by the Agency/School.

8. I have read both the COED Criminal Background Check and Drug Screening Policy and this Acknowledgement and Agreement, and I understand its contents. I have had the opportunity to ask questions of and discuss the Policy and this Acknowledgement and Agreement with appropriate administrators in the COED. I understand that I am responsible for meeting the requirements set forth in the Policy and this Acknowledgment and Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Candidate's

Drug Screening & CBC Acknowledgement/Agreement

August 2012

## Guidelines for Graduate Student Teaching Clearance (Graduate Certificate)

Candidates planning to begin student teaching must comply with the following:

1. Must have a **2.5 GPA in all content area** coursework BEFORE the student teaching semester. **This is a non-negotiable College of Education policy.**
2. MDSK & K-12 candidates have a **3.0 GPA in the professional education** coursework BEFORE the student teaching semester. **This is a non-negotiable College of Education policy.**
3. Candidates must have a **grade of "C" or higher in ALL content coursework and College of Education coursework.** **Must not have more than two grades of "C" in the program.**
4. Secondary, Middle Grades, and K-12 student teaching candidates must register for **MDSK 6470.** **TESL students register for TESL 6470.** **Foreign Language students register for FLED 6470.**
5. **Evidence of at least three diverse clinical placements (student teaching may count as the third)**
6. Must have finished all coursework prior to the internship semester. All grades of **"incomplete" or courses needing revalidation must be resolved BEFORE** the student teaching semester.
7. In calculating any GPA, advisors will follow the University grade replacement policy.
8. Obtain any needed academic petitions or departmental clearance (Music, English, Dance, etc).
9. Complete required licensure portfolio evidence in TaskStream before the end of the semester prior to student teaching. To learn what is required for your program, go to [www.uncc.edu](http://www.uncc.edu) to contact your program advisor.
10. **Orientation is Mandatory.** If you are placed in a Cabarrus or CMS school, you are required to attend a CMS or Cabarrus Orientation. You will be in your placement setting the first TEACHER workday. Vacations cannot be taken during the student teaching semester. Plan to end your vacation prior to the orientations. Pay close attention to information you receive from OFE & check the OFE website and your UNC Charlotte email often for updated information.
11. Notify the Office of Field Experiences of any changes in your status or personal information (i.e., home address, phone number, etc.), or if you cannot complete the internship. **THIS IS VERY IMPORTANT. DO NOT FORGET TO DO THIS! WE COUNT ON YOU TO BE PROFESSIONAL!**

**I have received a copy of these guidelines, and understand my responsibility in meeting them to receive clearance for student teaching.**

Candidate Name (printed) \_\_\_\_\_

Candidate Signature \_\_\_\_\_

Date \_\_\_\_\_

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## Graduate Internship Policies and Responsibilities Lateral Entry Teacher Candidates

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**Candidates are responsible for adhering to all policies, procedures, and responsibilities noted below and within the *Student Teaching and Graduate Internship Handbook*.**

1. Graduate student teaching/internship is typically a three semester-hour course; however, the requirements and responsibilities of student teaching/internship constitute a full-time academic load. Therefore, graduate student teachers may not register for additional coursework unless it is an approved component of their student teaching/internship semester.
2. Academic Petitions must be submitted with the application for any special requests that are relevant to eligibility for the internship (such as taking a course with the internship).
3. Graduate student teaching/internship places heavy responsibilities and time demands on candidates, far beyond what is normally experienced in a three semester-hour course. Responsibilities at school or on campus are never waived or modified to accommodate the demands of outside commitments.
4. All activities during graduate student teaching/internship are designed to encourage maximum professional growth. Graduate student teachers are responsible for implementing all requirements and expectations described in the *Student Teaching and Graduate Internship Handbook*.
5. Attendance and punctuality are mandatory for all on-campus events, including the graduate student teaching/internship orientation and seminar meetings.
6. Submission of the *Application for Graduate Student Teaching/Internship* does not constitute registration for the graduate internship course. University course registration must be completed in the regular manner during the pre-registration or registration periods.
7. Final approval for the internship is granted immediately before the beginning of the semester. If this final screening reveals that the applicant has become ineligible, the candidate must cancel his/her registration, and school system personnel will be notified. If the candidate learns that he/she is likely to become ineligible, or if the candidate decides not to enter the internship as scheduled, the Director of Field Experiences should be notified immediately. Failure to do so is considered discourteous and unprofessional because of its negative impact on both the University and the school.
8. **Candidates are reminded that successful completion of program licensure portfolio requirements is necessary and mandatory for a licensure recommendation. This may include successful completion of edTPA and state mandated testing requirements for your program area.**
9. On the application for admission to the teacher education program, students were asked to disclose all misdemeanor and felony convictions they may have received. Since admission to teacher education, students who were convicted of misdemeanor or felony charges will notify the Office of Teacher Education Advising, Licensure, and Recruitment (TEALR) immediately. Failure to do so may result in dismissal from the teacher education program.

**I have read the above statement, *Graduate Student Teaching/Internship Policies and Responsibilities*, and I agree to accept and abide by the policies and conditions stated herein.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_