

STOP! PLEASE READ CAREFULLY BEFORE COMPLETING YOUR APPLICATION.

If you are a middle grades or secondary candidate, please contact Dr. Adam Myers to complete the application online.

- Not all pieces of the application are applicable to all candidates. See **highlighted areas** on page titles for clarification.

Only complete the pieces that pertain to you.

- Remember that candidates **MUST** secure advisors' signatures **BEFORE** submitting the application to the Office of Field Experiences.
- Pay close attention to the number of document copies required for application submission. The number varies between programs.
- Placement notifications will **ONLY** be sent through UNC Charlotte email accounts. Check your UNC Charlotte email regularly.

Instructions for Completing the Application Packet for Yearlong Internship

DO NOT PRINT APPLICATION PACKET DOUBLE-SIDED

STEP ONE: The application packet for a yearlong internship placement is to be submitted to the Office of Field Experiences in person, *by appointment only*, in early *September or February*, in the semester prior to beginning the yearlong internship. To request a school placement and to determine preliminary eligibility for the yearlong internship, submit the following items as a packet, at the time of the application appointment. The required appointment for submitting the application packet may be scheduled in person in the Education Building, Suite 139, or by phone at 704-687-8802 beginning two weeks prior to the application deadline.

Application Packet Items	Information	Copies needed
1. <i>Application Coversheet</i>	Type or handwrite this form, which is within this packet.	1
2. <i>Advisor's Preliminary Recommendation</i>	Complete as much of the information as possible prior to meeting with your faculty advisor. The advisor will review your status and will recommend you for the internship by signing the form.	1
3. <i>Planning/Advising Form</i>	Submit an up-to-date copy of your departmental planning/advising form, which lists required courses for your major.	1
4. <i>Unofficial Academic Transcript</i>	Submit a current copy of your unofficial academic transcript, which can be downloaded and printed from the UNC Charlotte Banner website.	1
5. <i>Student Consent to Release Records Form</i>	Sign the enclosed form to release information related to your school placement request, as required by federal law.	1
6. <i>Criminal Background Check and Drug Screening</i>	Sign the enclosed form to consent to a background check and/or drug screening.	1
7. <i>Guidelines for Yearlong Internship</i>	Read, sign, and date the enclosed form of guidelines for the yearlong internship.	
8. <i>Résumé</i>	Prepare a current résumé, which will be sent to principals and teachers. Resources are available in the University Career Center and the Office of Field Experiences.	3
9. <i>Autobiographical Statement</i>	Create a one-page summary of significant personal experiences to acquaint administrators, teachers, and supervisors with your background.	3
10. <i>Student Teaching Policies and Responsibilities</i>	Review and sign this form, which is within this packet.	3

STEP TWO: To document your eligibility for student teaching, submit an updated **Advisor's Recommendation for Undergraduate Student Teaching** form by **May 1 or December 1** in the semester prior to student teaching. **No appointment in OFE is necessary for submitting this documentation.** You will need to schedule an appointment with your advisor to complete the recommendation form.

Student Teaching Information

1. Senior **ELIGIBILITY:** Students must meet these criteria at the time of entry into the student teaching semester:
 - a. Senior status
 - b. Completion of *all* other coursework in a student's program of study
 - c. Grades of C or higher in all professional education courses, *and* a GPA of 2.75 or higher in those courses
 - d. Grades of C or higher in all courses in the student's area of teaching specialization, *and* a GPA of 2.75 or higher in those courses
 - e. Students in Middle Grades will be required to have a 2.75 and grades of C or higher in two content areas
 - f. An overall GPA of 2.50 or higher in the student's total program of study
 - g. A recommendation from the student's faculty advisor(s) certifying readiness to student teach
 - h. Prior admission to the Teacher Education Program
 - i. Documentation of field experiences in two diverse settings prior to student teaching (student teaching may serve as the third diverse experience).
 - j. Additional requirements as determined by specific teacher education programs

2. **NOTIFICATION OF PLACEMENT:** Students will be notified by email of their school placement assignment. This information will be sent to the student's current UNC Charlotte email address. No other email addresses will be used.

3. **SPECIAL CIRCUMSTANCES:** Special circumstances noted on this application will be given consideration in an impartial manner on a case-by-case basis. Please contact the Director of Field Experiences in advance of deadlines for any special concerns.

4. **REMINDER:** The State of North Carolina requires successful completion of appropriate licensure exams and payment of a \$55 licensure fee (paid to the Department of Public Instruction). This fee is paid at the end of student teaching as part of the licensure application process.

UNC Charlotte
College of Education
Office of Field Experiences

Application Coversheet for Yearlong Internship Placement – ALL AREAS

Date of Internship Semester _____ Date of Student Teaching Semester _____

Name Mr. Ms. (Circle One) _____ ID No. _____
(Last) (First) (Middle)

Permanent Address (as it appears in the Registrar's records)

(Street) (City) (State) (Zip) Phone (_____) _____

Current Address (to which placement information will be sent)

(Street) (City) (State) (Zip) Phone (_____) _____

Other Phone _____

UNC Charlotte Email _____

Course Registration and Licensure Area

- | | |
|---|--|
| <input type="checkbox"/> CHFD 4410 B-K Child and Family Development | <input type="checkbox"/> SECD 4451 9-12 Secondary English |
| <input type="checkbox"/> ELED 4420 K-6 Elementary Education
Concentration _____ | <input type="checkbox"/> MDSK 4469 K-12 Foreign Language: _____ |
| <input type="checkbox"/> MDLG 4430 6-9 Middle Grades Education
Concentration _____ | <input type="checkbox"/> SPED 4475 K-12 Special Education: General Curriculum |
| <input type="checkbox"/> SECD 4453 9-12 Secondary Science
Concentration _____ | <input type="checkbox"/> SPED 4476 K-12 Special Education: Adapted Curriculum |
| <input type="checkbox"/> SECD 4452 9-12 Secondary Mathematics | <input type="checkbox"/> SPEL 4479 K-6 Special Education & Elementary Education |
| <input type="checkbox"/> SECD 4454 9-12 Secondary Social Studies | <input type="checkbox"/> ARTS 4467 K-12 Fine and Performing Arts: Art |
| | <input type="checkbox"/> DANC 4467 K-12 Fine and Performing Arts: Dance |
| | <input type="checkbox"/> MUSC 4467 K-12 Fine and Performing Arts: Music: _____ |
| | <input type="checkbox"/> THEA 4467 K-12 Fine and Performing Arts: Theatre (K-12) |

Do you have an ESL Minor? Yes No

High School and Year of Graduation: _____

UNC Charlotte does not allow placement in a school where a son/daughter is a student or where a parent, spouse, or other close relative is employed. If this situation applies to you, please list the specific school(s) involved: _____

UNC Charlotte does not allow placement in schools where the student teacher or intern has been employed or volunteered. If you are employed by a school system, what is your job? _____ What school? _____ Effective date of leave or resignation: _____

List the schools and grade levels in which you completed clinical experiences: _____

ELEMENTARY ONLY: URBAN SCHOOL PLACEMENT (completed with ELED 3120)

The following school systems are within the UNC Charlotte geographic area for student teaching placements. Please rank order (1-3) your placement preferences from the systems listed below. **Preferences are considered but not guaranteed.** *Transportation is the responsibility of the student.*

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Anson County | <input type="checkbox"/> Gaston County | <input type="checkbox"/> Lincoln County | <input type="checkbox"/> Rutherford County |
| <input type="checkbox"/> Cabarrus County | <input type="checkbox"/> Iredell-Statesville | <input type="checkbox"/> Mooresville City | <input type="checkbox"/> Stanly County |
| <input type="checkbox"/> Charlotte-Mecklenburg | <input type="checkbox"/> Kannapolis City | <input type="checkbox"/> Rowan-Salisbury | <input type="checkbox"/> Union County |
| <input type="checkbox"/> Cleveland County | | | |

Schools, Grade Levels, and Subject Area Preferences: _____

Special Considerations for Placement: _____

I have read the Student Teaching Semester Policies and Responsibilities, and I agree to accept the placement assignment that is arranged for me.

Signature _____ Date _____

**Advisor's Recommendation for Undergraduate YLI
Programs: CHFD, ELED, MDLG, SPED & SPEL**

Name: _____ ID#: _____ Date: _____
Licensure area: _____ YLI Term: _____ ST Term: _____

Education Advisor

Overall UNCC GPA: _____ (≥ 2.50)

Required Major GPA: _____ (≥ 2.75) **All major courses C or higher?** Y N

<u>Courses in YLI including Summer if needed</u>	<u>Credits</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

YLI Term Credits		In Progress Credits		Overall Earned Hours		Total
<i>(above)</i>		<i>(transcript)</i>		<i>(transcript)</i>		Must be ≥ 105
<input type="text"/>	+	<input type="text"/>	+	<input type="text"/>	=	<input type="text"/>

Are any Academic Petitions awaiting approval? Y N

Reason: _____

As the student's Education Advisor, I verify that the above information is accurate. Pending completion of all coursework in progress according to program GPA requirements, I recommend this student to begin his/her Yearlong Internship.

Education Advisor *sign* **Education Advisor** *print* Date

Concentration /
Minor Advisor

Concentration(s): _____
If no concentration, write NONE

Minor: _____
If no minor, write NONE

Are all Conc/Minor courses complete? Y N

<u>Course</u>	<u>Term</u>	<u>Grade</u>	<u>Credits</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

As Concentration/Minor Advisor, I verify that this information is accurate. After completion of the above according to its GPA requirements, the student will complete his/her concentration/minor.

Conc/Minor Advisor *sign* **Conc/Minor Advisor** *print* Date

Advisor's Recommendation for Undergraduate YLI Programs: **FLED & SECD**

Name: _____ ID#: _____ Date: _____

Licensure area: _____ YLI Term: _____ ST Term: _____

Education Advisor

Overall UNCC GPA: _____ (≥ 2.50)

Professional Ed GPA: _____ (≥ 2.75) **All Prof Ed. courses C or higher?** Y N

<u>Courses in YLI including Summer if needed</u>	<u>Credits</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

YLI Term Credits <i>(above)</i>		In Progress Credits <i>(transcript)</i>		Overall Earned Hours <i>(transcript)</i>		Total Must be ≥ 105
	+		+		=	

Are any Academic Petitions awaiting approval? Y N

Reason: _____

As the student's Education Advisor, I verify that the above information is accurate. Pending completion of all coursework in progress according to program GPA requirements, I recommend this student to begin his/her Yearlong Internship.

Education Advisor *sign*

Education Advisor *print*

Date

Major Advisor

Major: _____

Major GPA: _____ (≥ 2.75) **Are all Major courses complete?** Y N

All Major courses C or higher? Y N

<u>Current/Remaining Courses</u>	<u>Term</u>	<u>Credits</u>	<u>Grade</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

As the student's Major Advisor, I verify that this information is accurate. Pending completion of all coursework in progress according to major GPA requirements, I recommend this student to begin his/her Yearlong Internship.

Major Advisor *sign*

Major Advisor *print*

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.

Candidate's Signature

Date

Guidelines for Yearlong Internship/Student Teaching Clearance (Undergraduate)

Candidates planning to begin the YLI semester and then student teach, or candidates who will student teach for one semester must comply with the following:

1. Secondary and Middle Grades student teaching candidates must register for **MDSK 4150** concurrently with student teaching.
2. **MDSK ONLY:** Must have a 2.75 GPA in all content area coursework **BEFORE** the student teaching semester. **This is a non-negotiable College of Education policy.**
3. All candidates have a 2.75 GPA in the professional education coursework **BEFORE** the student teaching semester. **This is a non-negotiable College of Education policy.**
4. Candidates must have a grade of "C" or higher in ALL content coursework and College of Education coursework.
5. All grades of "**Incomplete**" **must be resolved BEFORE** the student teaching semester. One hundred five hours of coursework must be completed prior to the student teaching semester.
6. Evidence of at least three diverse clinical placements (student teaching may count as the third)
7. In calculating any GPA, advisors will follow the University grade replacement policy.
8. **(SECONDARY, ARTS, TESL & FLED ONLY):** Maintain ongoing contact with your advisor from the College of Liberal Arts and Sciences to monitor your status as a candidate for student teaching (i.e., "Do I have all needed courses?" "Is my content GPA a 2.75 or higher?" "Have I met all departmental clearances from my Arts and Sciences department?")
9. Obtain any needed departmental clearance (music, English, etc).
10. **YLI ONLY:** Submit **STEP 2** paperwork to the Office of Field Experiences by **May 1 or December 1.**
11. Complete required licensure portfolio evidences 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 to contact your program advisor.
12. **All Orientations are Mandatory.**
 - All Student Teaching Candidates will attend the Student Teaching Orientation when scheduled.
 - Student teachers placed in a Cabarrus or CMS school are also required to attend a Cabarrus/CMS Orientation. You will receive an email from OFE regarding this orientation.
 - Vacations cannot be taken during the student teaching semester. Plan to end your vacation prior to the Fall or Spring orientations. Pay close attention to information you receive from OFE & check the OFE website **and** your UNC Charlotte email account often for updated information.
 - There are two orientations required for YLIs: the Yearlong Internship Orientation and the Student Teaching Orientation.
13. 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 _____

Autobiographical Statement (all candidates): In the space below, summarize significant personal experiences that will acquaint administrators, teachers, and supervisors with your background. Include items such as your reasons for becoming a teacher, educational beliefs, career goals, educational and employment experiences, personal activities, hobbies, interests, and travel.

I understand that my autobiographical statement will be distributed to school personnel as part of my placement request.

Signature

Date

Student Teaching Policies and Responsibilities – All candidates to read and sign

Candidates are responsible for adhering to all policies, procedures, and responsibilities noted below and within the *Student Teaching and Graduate Internship Handbook*. Signing the *Applications for Yearlong Internship or Student Teaching* indicates awareness and acceptance of the policies and procedures listed below. The candidate may be removed from student teaching for failure to comply.

1. The goal of the student teaching placement process is to place each student teacher in an environment where maximum professional growth can occur. While a candidate's preference is always considered, other critical factors affect the final placement decision, including the negotiations between the University and the school systems. Therefore, no assurance can be given that placement will be in the desired location. Special circumstances should be discussed with the Director of Field Experiences at the time of application. The candidate is obligated to accept the placement that is arranged. Transportation is the responsibility of the candidate.
2. The candidate **may not** seek to influence or arrange his/her school placement by contacting administrators, principals, or teachers.
3. The candidate **may not** complete student teaching in a school where a son/daughter is a student or where a parent, spouse, or other close relative is employed.
4. Student teachers are not placed in schools where they were formerly employed as a teacher assistant, long-term substitute teacher, coach, or where they have volunteered.
5. The candidate **may not** accept employment by a school system during student teaching, in positions such as teacher assistant, long-term substitute teacher, or coach. This restriction avoids the potential conflict of interest between the responsibilities of the paid position and the requirements of the academic experience.
6. *Student Teaching/Seminar (+MDSK 4150 for secondary candidates)* is a 12-15 semester-hour course and constitutes a full-time academic load. Student teachers may not register for additional coursework at any institution of higher education, except through the Academic Petition process.
7. Student teaching places heavy responsibility and time demands on candidates, far beyond what is normally experienced in a 12-15 semester-hour course load. Part-time employment often interferes with successful performance. Student teaching responsibilities at school or on campus are never waived or modified to accommodate the demands of outside employment. Therefore, part-time employment during student teaching is strongly discouraged. Student teachers who must work are advised to limit their hours and to keep the cooperating teacher and university supervisor fully informed of the arrangements.
8. Student teachers must comply with the policies, procedures, and expectations for teachers of the school system to which they are assigned, including attendance, work hours, dress, and personal conduct. Student teachers follow the holiday calendar of the school system, rather than that of UNC Charlotte.
9. All activities during student teaching are designed to encourage maximum professional growth. Student teachers are responsible for implementing all requirements and expectations described in the *Student Teaching and Graduate Internship Handbook*. In addition, student teachers can expect to receive additional requirements and responsibilities assigned by the cooperating teacher and the university supervisor.
10. Attendance and punctuality are mandatory for all daily school activities and for all on-campus events, including Student Teacher Orientation and seminar meetings.
11. Submission of the *Application for Yearlong Internship/ Student Teaching* does not constitute registration for the student teaching course. University course registration must be completed in the regular manner during the pre-registration or registration periods.
12. Final approval for student teaching 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 student teaching as scheduled, the Office 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.
13. 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 are 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.
14. **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.**

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

Signature: _____ Date: _____