

UNIVERSITY OF LYNCHBURG – COLLEGE OF EDUCATION

APPLICATION FOR

GRADUATE INTERNSHIP IN SPECIAL EDUCATION

THIS APPLICATION IS NOT FOR SPED 693 OR 695 (NON LICENSURE COURSES)

The completed application must be submitted to the College of Education prior to **February 1** for a fall semester placement and **September 15** for a spring semester placement. Applications only accepted within one year of graduating from the University of Lynchburg. A reservation/deposit fee of \$100; which will be credited to a tuition account, must accompany the application **along** with all required test scores. Withdrawals **after** a placement has been confirmed will result in forfeiture of the fee.

Name _____ ID number _____

University Address _____ Phone (____) _____

Street or Box # City State Zip

Home Address _____ Phone (____) _____

Street or Box # City State Zip

When do you plan to intern? Fall 20 _____ Spring 20 _____ Summer 20 _____ E-mail _____

Endorsement Area: Please consult with advisor to select two correct placement(s). Each placement is for 3 credit hours.

_____ Early Childhood: _____ Early Intervention (SPED 691); _____ Early Childhood Special Education (SPED 692)

_____ General Curriculum: _____ Elementary (SPED 696); _____ Secondary (SPED 697)

_____ Adapted Curriculum: _____ Elementary (SPED 698); _____ Secondary (SPED 699)

Do you hold a valid Virginia teacher's license? _____ If yes, endorsement area: _____

If this is for an added endorsement, in what area: _____

Rank School division preferences (1-3): ___ Amherst ___ Appomattox ___ Bedford ___ Campbell ___ Lynchburg ___ Other _____

If you are from one of the area districts listed above, please list:

High School attended: _____

Local Schools where relatives attend or you have been employed or relative has been employed:

Please list the 3 persons you have asked to complete a reference form:

1. _____

2. _____

3. _____

Have you ever withdrawn or been withdrawn from a student teaching placement? Yes _____ No _____

(If yes, attach explanation)

Have you ever been convicted or currently charged with a felony? ___yes ___no (If yes, attach explanation)

or a misdemeanor involving children or drugs? ___yes ___no (If yes, attach explanation)

*******Passing scores on all required tests must be submitted to Education Office*******

Test codes and cut off scores are available at: www.lynchburg.edu/academics/college-of-education-leadership-studies-counseling/student-teaching-and-teacher-preparation/testing-information/

VCLA Assessment/Date Taken: _____ Score _____

RVE Reading Assessment/Date Taken: _____ Score _____; (Early Childhood SPED exempt)

Advisor Signature

Date

Student Signature

Date

FOR OFFICE USE ONLY: Received by: _____ Date Received: _____ Fee: \$ _____

UNIVERSITY OF LYNCHBURG – COLLEGE OF EDUCATION

Regulations and Responsibilities for the Student Teaching Semester

Please read carefully:

1. Application for admission to student teaching does **not** constitute registration. It merely notifies the Director of Field Experiences that the applicant desires placement. Registration for student teaching **must** be completed by the student during the official pre-registration or registration period.
2. While efforts will be made to place students in student teaching positions compatible with their school district of first choice, no assurance can be given that placement will be in the desired location. The student is obligated to accept the position offered. **Arrangements for transportation are the responsibility of the student.**
3. Students will not be assigned to schools where they attended high school; where relatives currently attend or are employed; or where they were previously or are currently employed.
4. During the student teaching semester, the calendar of the assigned school is followed rather than the University of Lynchburg calendar. This includes holidays and breaks such as spring break. Any exceptions will be noted in the semester calendar.
5. All student teaching/internships **must** be completed within the Central Virginia and general University of Lynchburg area at one of our approved partner schools. All supervision will be completed by a College of Education faculty member.
6. The student teaching semester is considered to be a full academic load. Students duplicate the cooperating teacher's workday in their assigned schools. Therefore, during this time the student's registration should be limited to the semester hours required for student teaching. Students are encouraged NOT to engage in full or part-time work during the semester. Outside work can, and often does, interfere with successful performance. Extra-curricular activities at the university **MUST NOT** interfere with student teaching obligations. Student teachers will not be excused from school, school-related activities, or required campus experiences for other classes, employment, or other activities.
7. During student teaching, students will comply with the policies, procedures, and rules of the school system to which they are assigned. Such regulations include work hours, holiday schedules, attendance at meetings, extra-curricular assignments, and dress code policies.
8. Once students have been admitted to student teaching and a placement has been obtained, students must notify the Director of Field Experiences in **writing** if they decide not to enroll, or to postpone enrolling, in student teaching. The necessary withdrawal form must be completed as soon as possible.
9. Many factors enter into the placement process, not the least of which is a negotiation-like procedure carried out by the Director of Field Experiences with local school divisions. For this reason, students may **NOT** contact school personnel on their own to seek a placement. You will be notified when placements are complete. Please be patient since this is a lengthy process.

10. A final screening of applications for admission to student teaching will be conducted just prior to the beginning of the semester for which the applicant has registered. If this final screening reveals that the applicant has become ineligible for any reason (e.g. failure to complete a required course, cumulative or major QPA has fallen below minimum standards), he/she will be required to withdraw his/her registration. Therefore, it is very important that the applicant's performance continue to be consistent with student teaching admissions standards.
11. Students are **required** to attend all orientation sessions and on-campus seminars over the semester, and should expect assignments and/or activities beyond or elaborating on those outlined in the *Student Teaching Handbook*.
12. In compliance with school division policies and the *Student Teaching Handbook*, it is imperative that student teachers be able to carry out all responsibilities and duties expected of the classroom teacher. Therefore, students who expect that they may need special accommodations in order to successfully complete Student Teaching should contact the Academic Advising Office. All inquiries and information will be kept confidential and will not be released without the student's written consent. If such accommodations are possible and in compliance with policy, then the need for such will be verified and officially shared with the College of Education as approved by the student. Subsequently, the College will implement reasonable accommodations and provide sound, informed advising. If accommodations are possible at student teaching sites, the student will need to approve disclosure to the individuals involved in on-site supervision.
13. Student teachers are strongly encouraged to self-disclose any medical, physical, and/or emotional conditions that may affect student teaching performance to relevant university and school supervisors.

Acknowledgment and Acceptance

I have read the above statements in the "Regulations and Responsibilities for the Student Teaching Semester," and I agree to accept and abide by the standards and conditions stated therein.

Signed: _____ Date: _____

UNIVERSITY OF LYNCHBURG
COLLEGE OF EDUCATION, LEADERSHIP STUDIES, AND COUNSELING

Recommendation for Student Teaching

Three recommendations should be turned in by faculty members directly to the College of Education. Two requested from University of Lynchburg faculty members who have taught you in major or minor courses. One should be from your faculty advisor.

Faculty Please Note:

If you lack sufficient information to complete this form, please inform the student upon receipt of the form so that he/she may request an evaluation from another professor. *Students have access to all information in their EPP/ST file.*

Name of Student _____

Relationship with student: Instructor _____ Advisor _____

Approximately how long have you known this student? _____

	Rating Scale						
	Low	1	2	3	4	5	High
Reliability		1	2	3	4	5	
Cooperation		1	2	3	4	5	
Academic Ability		1	2	3	4	5	
Oral Expression (if observed)		1	2	3	4	5	
Written Expression (if observed)		1	2	3	4	5	
Demonstrated knowledge of teaching content		1	2	3	4	5	
Demonstrated ability to plan, carry out effective instruction		1	2	3	4	5	
Demonstrated ability to interact with students in a positive manner		1	2	3	4	5	
Demonstrated ability to work effectively with peers and authority figures in a collaborative relationship		1	2	3	4	5	

Do you believe this student will be successful in student teaching? _____ Why or why not?

Other relevant comments (e.g., student's strengths, weaknesses, special challenges):

- Overall Evaluation**
- Highly recommend ()
 - Recommend ()
 - Recommend with reservation ()
 - Cannot recommend ()
 - Insufficient information to recommend ()

 Signature of Evaluator

 Title or position

 Date

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Name of Student _____

Relationship with student: Instructor _____ Advisor _____

Approximately how long have you known this student? _____

	Rating Scale						
	Low	1	2	3	4	5	High
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Cooperation		1	2	3	4	5	
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