



Student Teaching Office – Gary Ransdell Hall 2050
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Bowling Green, KY 42101-1031

Phone: 270-745-4896

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LME 592 INTERNSHIP APPLICATION CHECK LIST

DEADLINE TO APPLY: February 15 for fall placement and September 15 for spring placement.

NO APPLICATIONS WILL BE ACCEPTED AFTER THESE DATES

DEADLINE FOR REQUIREMENTS: April 1 for fall placement and November 1 for spring placement.

LME students – check with 589 Instructor for deadlines

QUESTIONS: Contact LME 589 Instructor

__ **ADMISSION TO PROFESSIONAL EDUCATION** (Professional Education File Complete) – This should be done upon admission to the LME program.

__ **MEET ALL ACADEMIC PRE-REQUISITES**

__ Minimum Overall Grade Point Average of 3.0

__ Minimum Teacher Disposition Score Average of 3.0 or higher in all areas

__ Critical Performance Score Average of 3.0 or higher

__ **MEET ALL CERTIFICATION PRE-REQUISITES**

__ Documented a minimum of 200 clock hours of approved field experiences in a variety of P-12 school settings and submitted a record of all clinical hours for review and confirmation (LME 589).

__ **COMPLETE FOLLOWING FORMS INCLUDED IN APPLICATION**

__ **Internship Application form**

Note: Remember to list any specific schools where you cannot complete your internship on the Internship Application. You cannot complete your internship teaching in the high school from which you graduated (less than 10 yrs.) nor a school at any level with which you have been employed **as a coach** or have close family or social ties. (This **does NOT** include schools where you have served as a substitute teacher.)

Note: Internship must be completed in two settings: one elementary setting and one secondary setting.

__ **Criminal Background Check**

Note: As soon as you have identified your placement, report to the school district to do a criminal record check. The fee for the criminal record check must be paid by money order or cashier's check. (No personal checks) Please call the school district office for further details and to set up an appointment.

__ **Promoting Positive Behavior in Schools:** See attached instructions.

__ **Medical Examination including tuberculin assessment.** Exam must not be older than one year from the end of the semester you plan to complete your internship.

__ **Moral, social, and ethical behavior** (as defined in the Professional code of Ethics for Kentucky School Certified Personnel) must be demonstrated in the school community and the community at large.

__ **DISPOSITIONS STATEMENT**

Complete requirements for documenting teaching dispositions (contact LME 589 instructor for information).

__ **SUBMIT APPLICATION** - Return the Application, the Medical Exam form, Positive Behavior Certificate, Behavioral form, Criminal Background Check to cindy.white@wku.edu.

__ **REGISTER FOR THE LME 592 INTERNSHIP:** Contact the LME 592 instructor for information about registering for the internship after you are notified your application is approved.

__ **ALL REQUIREMENTS** must be met by November 1st for Spring Applications and by April 1st for Fall Applications or your application will be withdrawn.



INTERNSHIP / STUDENT TEACHING APPLICATION

08/03/2016 crw



INTERNSHIP / MAE STUDENT TEACHING CONTRACT

**IMPORTANT: READ COMPLETELY AND CAREFULLY
BEFORE YOU SIGN**

- **I WILL NOT RECEIVE AN INTERNSHIP / STUDENT TEACHING ASSIGNMENT** unless I have completed my professional ed admission file, been committee approved, and have completed all of the required professional education courses listed on my Program of Study with minimum grades of "C" or higher and a minimum grade point average of 3.0 or higher in all graduate courses. All of this will be completed **PRIOR TO THE SEMESTER I PLAN TO COMPLETE THE INTERNSHIP.**
- **Middle Grades & Secondary MAE students:** I have completed or will complete all required certification subject area (content) courses with a minimum grade of "C" and a minimum grade point average of 3.0 or higher in all graduate courses.
- I understand that schools and school systems have a defined procedure to follow in arranging placements for interns / student teachers. Changes in assignments and late placements are not permitted.
- I, therefore, **will not attempt to arrange my own placement** by contacting the school board, the principal, or the supervising teacher.
- I also understand that I **cannot** complete the internship / student teaching in a school where there might be a conflict of interest, such as; family, close friends attending/working; have been employed as a substitute, coach, etc.
- I **cannot** complete the internship / student teaching in the high school from which I graduated (less than 10 yrs).
- I understand that failure to adhere to these regulations could result in **withdrawal** from the internship until the following semester.

My signature reflects my understanding of and compliance with the above statements.

Signature

Date

Professional Code of Ethics For Kentucky School Certified Personnel

704 KAR 20:680

Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach.;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to hold the responsibilities of the education profession, including the following obligations to students, to parents and to the educational profession:

(a) To Students:

1. Shall provide students with professional education services in a non-discriminatory manner and in consonance with accepted best practice known to the educator;
2. Shall respect the constitutional rights of all students;
3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
4. Shall not use professional relationships or authority with students for personal advantage;
5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
6. Shall not knowingly make false or malicious statements about students or colleagues;
7. Shall refrain from subjecting students to embarrassment or disparagement; and
8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing or grabbing; rape; threats of physical harm; and sexual assault.

(b) To Parents

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
2. Shall endeavor to understand community cultures and diverse home environments of students;
3. Shall not knowingly distort or misrepresent facts concerning educational issues;
4. Shall distinguish between personal views and the views of the employing educational agency;
5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

(c) To the Education Profession:

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
4. Shall not use coercive means or give special treatment in order to influence professional decisions;
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualification; and
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualification or those of other professionals.

Section 2. Violation of this administrative regulation may result in cause to initiate proceedings for revocation or suspension of Kentucky certification as provided in KRS 161.120 and 704 KAR 20:585.

I have read and understand the Professional Code Of Ethics For Kentucky School Certified Personnel

Signature

This is an important message regarding your INTERNSHIP / STUDENT TEACHING assignment. Please read the entire (abbreviated) email from KYEPSB and follow the instructions provided.

“On February 1, 2013, 704 KAR 7:160 Use of Physical Restraint and Seclusion in Public Schools was enacted. As the 2014-2015 school year will soon begin in many Kentucky P-12 school districts, we are mindful of this new regulation. ALL Kentucky certified and non-certified school personnel are now required to have annual training in the use of positive behavioral supports and interventions. The Kentucky Department of Education (KDE) has deemed for the purposes of 704 Kentucky Administrative Regulation (KAR) 7:160, that student teachers will be considered "school personnel."

Therefore, it is imperative that all interns / student teachers have completed the required training necessary in fulfilling the requirements of this regulation prior to the beginning date of their placement in a P-12 classroom this school year.

The Kentucky Department of Education has developed online training modules: *Promoting Positive Behavior in Schools*, produced by KET and made available through PBS TeacherLine, addressing the regulation requirements. Completion of these training modules satisfies this requirement.

The training modules can be accessed through the link below:

http://ket.pbslearningmedia.org/resource/promoting_pos_beh/promoting-positive-behavior-in-schools/

The User's Guide will provide instructions for enrolling in the free online course.

(Note: Some individuals have experienced difficulty in attempting to access the modules when not completing all modules in one setting, and have found it necessary to create a new password each time when attempting to access the online course.) “

Complete the online KET Self-Paced Course for Promoting Positive Behavior in Schools PRIOR to beginning the internship assignment. You will receive instructions to download/print a certificate of completion when you finish. Please submit one copy of this certificate to the Office of Professional Educator Services (as an email attachment lil.davis@wku.edu, fax 270-745-3342, in person GRH 2050).

Fall internship candidates may be invited by their assigned school district to participate in a face-to-face training with their staff. You are still required to complete the online training and provide your certificate of completion to the WKU Office of Professional Educator Services.

Your certificate of completion can be submitted with your internship / student teaching application or must be submitted to the Student Teaching Office by the dates listed below.

Completion Certificate from online training, PROMOTING POSITIVE BEHAVIOR IN SCHOOLS – DUE DATE: November 1st for Spring and April 1st for Fall.

**KENTUCKY DEPARTMENT OF EDUCATION
MEDICAL EXAMINATION OF SCHOOL EMPLOYEES ***

Name _____ **Birth date** _____ **Sex** _____

Address _____ **Telephone Number** _____

Applicant with **WKU Internship / Student Teaching Office**

HISTORY

Medical (All serious medical & psychiatric diseases: Diabetes, Epilepsy, Heart Disease, etc.)

Surgical (All major operations) _____

**Per the Genetic Information Nondiscrimination Act of 2008, it is unlawful for an employer to request genetic information, genetic testing information, family medical history information, or family genetic testing information from an applicant or employee. The medical provider conducting this examination of an applicant/employee of a local school district shall not request, require or purchase this information about the applicant or employee. Any applicant or employee undergoing a medical examination for employment with a local school district shall not provide this information to the medical provider or the school district.*

PHYSICAL

- | | |
|------------------------------|-------------------------------------|
| 1. General Appearance _____ | 7. Blood Pressure _____ Pulse _____ |
| 2. Eyes _____ | 8. Lungs _____ |
| 3. Ears, Nose & Throat _____ | 9. Abdomen _____ |
| 4. Teeth and Gums _____ | 10. Nervous System _____ |
| 5. Thyroid _____ | 11. Extremities _____ |
| 6. Heart _____ | 12. Other _____ |

TUBERCULOSIS RISK FACTOR ASSESSMENT

Yes ____ No ____ High risk for Tuberculosis infection

Yes ____ No ____ Referred to local health department for further TB infection evaluation

Yes ____ No ____ Tuberculosis test performed (specify: _____ TST/ _____ BAMT) Date Read: _____ Results _____

_____ Date of chest X-Ray

____ No further follow-up unless signs/symptoms of Tuberculosis infection develop

CERTIFICATION OF MEDICAL EXAMINATION

I have examined _____, and find him/her free of communicable disease and any physical or mental disabilities that might interfere with performing his/her duties, except as follows:

Date of Examination

Signature (Physician/PA/ARNP)