



Student Teaching Office – Gary Ransdell Hall 2050
1906 College Heights Blvd. #61031
Bowling Green, KY 42101-1031
Phone: 270-745-4896 Fax: 270-745-3442

Master of Arts in Teaching (MAT) or Graduate Initial Certification Programs

INSTRUCTIONS FOR APPLYING FOR ADMISSION TO INTERNSHIP / MAT STUDENT TEACHING

Be sure you have met all prerequisites.

- Applications will be accepted for the **Fall** semester from **the last week in January through February 15**. **Spring** semester applications will be accepted from **the last week in August through September 15**.

Internship / MAT Student Teaching Application, Contract & Data Forms:

- Indicate your MAT Program on the Internship / MAT ST Application – Secondary MAT, Middle Grades MAT, Interdisciplinary Early Childhood MAT, Special Education MAT. If you are Secondary or Middle Grades please indicate the certification subject area of your program – English, Math, PE, Art, etc.
- Complete all personal information as requested. List a permanent mailing address and a telephone number where you can always be contacted. *Keep the Office of Professional Educator Services informed when changes are made in your local address and telephone number.* Initial appropriate boxes to verify that you have read and understood the directions.
- If you have an interest in completing a portion of your internship internationally, please initial the box that indicates your desire. You will be invited (via email) to an informational meeting after all student teaching applications have been processed.
- Clearly indicate your assignment request on the Internship / MAT ST Application. You are required to list three (3) school districts of preference. Independent systems should be listed with the county district as one choice with the preferred placement first; i.e. Bowling Green Ind./Warren County or Warren/Bowling Green.
- List any specific schools where you cannot complete your internship on the Internship / MAT ST Application. **You cannot complete your internship / student 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 or have close family or social ties.** (This does NOT include schools where you have served as a substitute teacher.)
- Sign and date the Internship / MAT ST Application form. Your application will not be valid without your initials and your signature and date.
- Read, sign, and date the Internship / MAT ST Contract.
- Complete the Internship / MAT ST Data Sheet.
- Email the completed Internship / MAT Student Teaching Application, Internship / MAT ST Contract, and Internship / MAT ST Data Sheet to cindy.white@wku.edu before the deadline.

Additional Important Information:

- Your assignment constitutes an obligation on your part and your plans should provide for meeting this assignment. **Changes in assignments should never be requested except in cases of the most extenuating circumstances, as they reflect negatively upon the university and you.** Please notify the Office of Professional Education ASAP if you will be unable to fulfill this obligation.
- **Intern / MAT student teacher candidates will be notified of their assignment by email as soon as the majority of placements are confirmed.**
- Email the results of a current (less than one year during the internship / student teaching term) physical examination and TB skin test certificate to cindy.white@wku.edu. State law requires that we have these forms on file before you report to your internship / student teaching assignment. Once you have received your assignment, **it is your responsibility** to report to the school district to do a ten finger 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.
- **You must register for internship just as you would for any other course. Completion of this application does not constitute registration. Please contact Tonya Guyton (tonya.guyton@wku.edu) for further information. Courses include EDU 589(6 hours), SPED 590(6 hours), IECE 524(3 hours) or LME 592(3 hours) – indicate based on your Program of Study.**
- Your independent program representative will contact you regarding any required orientations.

PLEASE RETAIN THIS INSTRUCTION PACKET FOR FUTURE REFERENCE.



REQUIREMENTS FOR ADMISSION TO INTERNSHIP / MAT STUDENT TEACHING

1. **FORMAL ADMISSION TO TEACHER EDUCATION ONE SEMESTER PRIOR TO APPLICATION** (Teacher Admission File Complete)
2. **APPLIED FOR INTERNSHIP / MAT STUDENT TEACHING BY FEBRUARY 15 FOR FALL PLACEMENT AND BY SEPTEMBER 15 FOR SPRING PLACEMENT**
3. **GRADE POINT AVERAGE** (NEW REQUIREMENTS – 9/1/13)
 - a. Overall – **3.0** average in all graduate coursework
 - b. Certification Subject(s) – Major(s) & Minor(s) - **2.75**
 - c. Professional Education – **3.0** average in all graduate coursework
4. **DISPOSITION SCORES AVERAGES**

Disposition Scores - Disposition Averages of 3 or higher in all areas
5. **COMPLETION OF PREREQUISITES**
 - a. All professional education courses except internship courses: i.e., EDU 589, SPED 590, IECE 524 or LME 592 and received grades of “C” or higher in all these courses
 - b. 100% of the major area or area of concentration must be completed.
 - c. ***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.***
6. **VALID AND CURRENT** MEDICAL EXAMINATION, including tuberculin assessment.** ***Not older than one year from the end of the semester you plan to complete your internship***
7. **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.
8. **MET ALL REQUIREMENTS FOR INTERNSHIP / MAT STUDENT TEACHING BY APRIL 1 FOR FALL PLACEMENT AND BY NOVEMBER 1 FOR SPRING PLACEMENT.**

Note: Kentucky and Federal Criminal Records checks will be conducted by the student's assigned school districts *AFTER* the internship / student teaching placement has been made.



INTERNSHIP / MAT STUDENT TEACHING CHECK LIST

- _____ Have met all requirements listed in the information packet to be eligible to complete the internship / student teaching
- _____ Read and followed the instructions to apply for admission to internship / MAT student teaching
- _____ Completed the Internship / MAT Student Teaching Application Packet and returned the Application, the Internship / Student Teaching Contract, and the Data Sheet to GRH 2050 prior to the application deadline.
- _____ Have a current **(less than 1 year old)** Physical/TB form on file in GRH 2050 prior to the deadline stated with the information included in the Admission to Internship / MAT Student Teaching Instruction Packet
- _____ Reported as soon as possible to the school district office and completed a Kentucky and Federal Criminal Records Report after receiving my placement email *(Placement emails will be received via mail approximately two (2) months after the application deadline)*
- _____ Registered for the internship semester
- _____ Your individual program representative will contact you regarding any orientation you must attend. Please do not attend the Student Teacher Orientation offered by Professional Educator Services as this is for undergraduate students.

Has each item listed been completed?
Congratulations! You are now ready to Student Teach.

WKU ID#: _____

**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 _____
2. Eyes _____
3. Ears, Nose & Throat _____
4. Teeth and Gums _____
5. Thyroid _____
6. Heart _____

7. Blood Pressure _____ Pulse _____
8. Lungs _____
9. Abdomen _____
10. Nervous System _____
11. Extremities _____
12. Other _____

TUBERCULOSIS RISK FACOR 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 of chest X-Ray

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

CERTIFCATION 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)

PLEASE MAKE A COPY FOR YOUR OWN FILES

Modified from KDESHS001 for use by WKU Internship Office 5/28/13

