



Master of Arts in Teaching (MAT) PROGRAM or GRADUATE INITIAL CERTIFICATION PROGRAMS

INTERNSHIP / MAT STUDENT TEACHING APPLICATION INSTRUCTIONS

Internship / MAT ST Application:

1. Include the **Course & Instructor**, based on your program area
2. In the Internship / Student Teaching Semester Box, please **Circle** either Fall or Spring (depending on when you are completing the internship / student teaching)
3. In the Internship / Student Teaching Semester Box, please **Initial** in the appropriate box
4. **Complete** all personal information as required and include your current & correct MAILING address
5. In the Assignment Box, **List** the THREE (3) school DISTRICTS in the WKU Service Area in the order that you wish to complete your internship / student teaching (WKU Service Area map can be located in the Internship / MAT Student Teaching Instruction Packet on-line)
6. In the Assignment Box, please **Initial** in the appropriate box
7. In the Not Able to complete Internship box, **List** ALL specific SCHOOLS that you Are Not Able to complete your internship / student teaching in (includes any school in which you have been employed, have close ties with the administration, faculty, staff and/or students, and/or a graduate from the school (less than 10 years)).
8. **Sign & Date** the Internship / MAT Student Teaching Application

Internship / MAT Student Teaching Contract:

1. **Read, sign and date** the INTERNSHIP / MAT Student Teaching CONTRACT

Internship Data Form:

1. **Complete** all information required on the INTERNSHIP / MAT ST DATA FORM

Promoting Positive Behavior in Schools:

1. **Complete** PROMOTING POSITIVE BEHAVIOR IN SCHOOLS training on-line & **Submit** a copy of your certificate to the Office of Teacher Services by November 1st for spring applications and April 1st for fall applications.

RETURN THE INTERNSHIP / MAT STUDENT TEACHING APPLICATION / CONTRACT / DATA FORM TO THE STUDENT TEACHING OFFICE PRIOR TO SEPTEMBER 15TH FOR SPRING SEMESTER, FEBRUARY 15TH FOR FALL SEMESTER.

**MAT PROGRAM****INTERNSHIP / STUDENT TEACHING APPLICATION**

COURSE								
INSTRUCTOR								
INTERNSHIP / STUDENT TEACHING SEMESTER (CIRCLE ONE) FALL SPRING I understand while student teaching I will be following the calendar of my assigned school(s) every day of the entire semester. <div style="text-align: right; border: 1px solid black; width: 40px; height: 20px; margin: 5px auto;"></div> <div style="text-align: right; font-size: small;">PLEASE INITIAL IN BOX</div>								
MAT PROGRAM AREA		CERTIFICATION AREA (SECONDARY/MIDDLE GRADES ONLY)						
WKU ID # 80 _____ SOCIAL SECURITY # _____ DATE OF BIRTH _____ GENDER: MALE FEMALE ETHNIC GROUP: Non Resident/Alien Black/African American Hispanic (CIRCLE ONE) (CIRCLE ONE) Asian/Pacific Islander Native American/Alaska Native White								
NAME: <div style="display: flex; justify-content: space-between; margin-top: 10px;">(Last)(First)(Middle/Maiden)</div>								
WKU EMAIL:		EMAIL 2:						
CELL PHONE:	HOME PHONE:	OTHER PHONE:						
MAILING ADDRESS: _____ (Street) _____ (City, State, Zip)		PERMANENT ADDRESS: _____ (Street) _____ (City, State, Zip)						
High School		Date of H.S. Graduation (mo/yr)						
I have taken PRAXIS II YES or NO (CIRCLE ONE)		I have taken the PLT YES or NO (CIRCLE ONE)						
I AM INTERESTED IN AN INTERNATIONAL STUDENT TEACHING EXPERIENCE (4 to 5 wks at end of s.t. semester) <i>PLEASE INITIAL THE BOX TO RECEIVE AN EMAIL INVITATION TO THE INFORMATIONAL MEETING FOR INTERNATIONAL S.T.</i> <div style="text-align: right; border: 1px solid black; width: 40px; height: 20px; margin: 5px auto;"></div> <div style="text-align: right; font-size: small;">PLEASE INITIAL IN BOX</div>								
I WILL ACCEPT AN ASSIGNMENT IN ANY OF THE THREE (3) SCHOOL DISTRICTS LISTED BELOW. <div style="text-align: right; border: 1px solid black; width: 40px; height: 20px; margin: 5px auto;"></div> <div style="text-align: right; font-size: small;">PLEASE INITIAL IN BOX</div> <p>List three (3) school DISTRICTS in order of preference. Independent systems may be listed along with the county district they are located with the preferred placement request first; example: 1. Bowling Green Ind/Warren Co OR 1. Warren Co/Bowling Green</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"><tr><td style="width: 33%; text-align: center; padding: 5px;">1</td><td style="width: 33%; text-align: center; padding: 5px;">2</td><td style="width: 33%; text-align: center; padding: 5px;">3</td></tr><tr><td style="width: 33%; text-align: center; padding: 5px;">4</td><td style="width: 33%; text-align: center; padding: 5px;">5</td><td style="width: 33%; text-align: center; padding: 5px;">6</td></tr></table>			1	2	3	4	5	6
1	2	3						
4	5	6						
I am NOT ABLE to complete internship in any of the following schools because I am a graduate (less than 10 yrs.) or I have family, have been employed, or have close ties with the administration, faculty, staff, or students.								



INTERNSHIP / MAT 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 teacher 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 MAT 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 / student teaching until the following semester.

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

Signature

Date



INTERNSHIP / MAT STUDENT TEACHER DATA FORM

STUDENT:		
(LAST)	(FIRST)	(MIDDLE / MAIDEN)
MAILING ADDRESS:		PERMANENT ADDRESS:
_____ (STREET)		_____ (STREET)
_____ (CITY, STATE, ZIP)		_____ (CITY, STATE, ZIP)
CELL PHONE:		HOME PHONE:
WKU EMAIL:		
PERSONAL EMAIL:		
GENDER:	HIGH SCHOOL:	YEAR OF H.S. GRADUATION

AUTOBIOGRAPHICAL STATEMENT

IN THE SPACE BELOW WRITE AN AUTOBIOGRAPHICAL STATEMENT ABOUT YOURSELF AND RESPOND TO THE FOLLOWING QUESTIONS

Please attach typed response or use a black or blue pen in the space provided (NO PENCIL)

1. WHY DID YOU CHOOSE TEACHING AS A CAREER?
2. WHAT PREVIOUS TEACHING EXPERIENCE HAVE YOU HAD? (BE SPECIFIC)
3. WHAT SPECIAL SKILLS DO YOU HAVE THAT MIGHT ALLOW YOU TO MAKE SPECIAL CONTRIBUTIONS DURING THE INTERNSHIP?
4. WHAT GOALS DO YOU HOPE TO ACHIEVE DURING YOUR INTERNSHIP SEMESTER?

This is an important message regarding your 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 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 II*, 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/f59f2458-0214-4b35-b8b9-44582b0e0f30/promoting-positive-behavior-in-schools-ii/>

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 II **PRIOR** to beginning your student teaching assignment. You will receive instructions to download/print a certificate of completion when you finish. **Please submit one copy of this certificate to the Student Teaching Office (as an email attachment lil.davis@wku.edu, fax 270-745-3342, in person GRH 2052).**

Fall student teacher 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 Student Teaching Office.

Your certificate of completion can be submitted with your student teaching application or must be submitted to the Student Teaching Office by Monday, APRIL 6, 2015.

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