INSTRUCTIONS

Applications are due to the Office of Clinical Experiences (EB 213B; vvega@uab.edu) by the last day of the week in January, one semester (not including summer) prior to the fall internship; two semesters prior to the spring internship. Visit the Student Teaching Website (http://www.uab.edu/education/studentteaching) for pertinent internship information.

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<td>1. Autobiography</td>
<td>Complete a one page, typed, double-spaced autobiography – include your name and one photograph of yourself. Summarize significant experiences to acquaint administrators, the cooperating teacher, and supervisor with your background and desire to become an educator. One page limit.</td>
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INFORMATION

1. General Student Teaching Eligibility Requirements** – Criteria must be met at time of entry into the student teaching semester, not by student teaching application deadline
   - Formal admission to the Teacher Education Program or 5th Year Alternative Master’s Program
   - Minimum GPA, as provided by academic advisor (in general, 3.0 or higher)
   - Successful completion of all necessary coursework in a student’s program of study
   - Passing score on all three portions of the Basic Skills Assessments of the AECTP
   - Passing score(s) on the appropriate Praxis II Subject Assessment and all other required Praxis tests (including the Praxis Reading test for ECE/ELE interns) - (http://www.uab.edu/education/studentservices/testing-and-comps/praxis-and-aectp-testing/testing-requirements)
   - Criminal history background check status shown as “cleared” on the Alabama Department of Education database
   ** NOTE: There are additional program prerequisites to be eligible to student teach that are specific to each individual program. It is the student’s responsibility to be aware of and complete these prerequisites (http://www.uab.edu/education/studentteaching/eligibility-requirements).

2. Notification of Placement: Students will be notified of internship placements at least two weeks prior to the internship start date.

3. Special Considerations: Special considerations are defined as extenuating circumstances that may impact the internship, not preferences for specific schools and/or districts. Special circumstances noted on this application will be given consideration in an impartial manner, on a case-by-case basis. Concerns received after placements have been secured may not be resolved prior to the internship.

4. Cancellation: If the student teaching internship must be postponed or cancelled, the student teaching candidate must notify the Office of Clinical Experiences immediately.

5. Strengths and areas for growth as a teacher candidate: Please identify your strengths and areas for growth as a teacher candidate in order to better pair you with a cooperating or mentor teacher that can appreciate your strengths and guide your growth.

Note: “Student teaching” and “internship” are used interchangeably
STUDENT INFORMATION

PLEASE PRINT LEGIBLY

Name: ___________________________________________________________________ Student ID No.: _B0______________
     (Last)    (First)   (Middle)

Current Address: __________________________________________________________________________________________
     (Street)     (City)  (State)  (Zip)

Phone: (_ )_________ UIAB Email Address: ________________________ Personal Email Address: ________________________

Background Clearance TCH # (https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx): ______________________________

Internship Course No.:___________ Credit Hours:________

Expected Degree: ___ Undergraduate ___ 5th Year (AMP) ___ Dual ___ Middle School Endorsement

Semester and Year of Student Teaching Internship:  __ Fall, 20___  __ Spring, 20___

Major/Area of Certification Sought:

___ Art  ___ French  ___ Secondary General Science
___ Collaborative Teaching (K-12)  ___ Middle School Math  ___ Secondary History
___ Early Childhood  ___ Music (Band)  ___ Secondary Math
___ Elementary  ___ Music (Choral)  ___ Secondary Social Science
___ Early Childhood Special Education  ___ Physical Education  ___ Spanish
___ English as a Second Language  ___ Secondary Biology  ___ Visually Impaired
___ Secondary English Language Arts  ___ Other: _________________

High School and Year of Graduation:_________________________________________________________________________

Name of School(s) where your Children Attend:________________________________________________________________

Name of School(s) where any Relatives are Employed:___________________________________________________________

Have you ever been or are you currently employed at any school(s)?  ___Yes  ___No  Title of Position: ________________________

Date of resignation: __________   School Name(s): ______________________________ Grade level(s) Taught: ___________

Subject(s) Taught:_______________________

List the schools and grade levels you have visited for prior course requirements:

Special Considerations for Placement (i.e., extenuating circumstances, not preferences):

Strengths as a teacher candidate:

Areas for growth as a teacher candidate:

*I have read all of the information contained in the application (including the Student Teaching Policies and Responsibilities), I have provided truthful information, and I agree to accept the placement assignment that is arranged for me.

*Applicant Signature: ____________________________ Date: __________________
STUDENT TEACHING INTERNSHIP POLICIES

Student teachers are responsible for being aware of and adhering to all policies and responsibilities specified below and located within the Student Teaching Handbook (http://www.uab.edu/soestudentteaching/).

Student Teaching Placements:

• Student teachers are not permitted to arrange or influence their internship placement by contacting administrators, principals, or teachers. Placements are arranged solely through the Office of Clinical Experiences.
• To meet Alabama State Department of Education standards, the grade level placement for student teaching should be based on prior grade level field experiences (e.g., if most field hours have been completed within lower grades of a certification program, it is desirable that the internship placement be in an upper grade level).
• Placement sites are selected based on established partnerships with schools and school districts, availability of qualified teachers, availability of grade levels (based on prior grade level field placements), and the willingness of the school administrators and faculty to host student teachers. All placements are within 50 miles of UAB.
• Address and name changes must be submitted to the Office of Clinical Experiences as soon as possible.
• Secondary education student teachers will not be placed at the high school they graduated from for a minimum of 10 years after they have graduated (i.e., there is a ten year grace period).
• Student teachers are not placed in schools where they have relatives employed or children attending.

Completing the Internship as a Full-Time Hired Teacher:

• Per state regulations, Undergraduate students are not permitted to complete the internship as hired teachers.
• If an Alternative Master’s Program (AMP) student is seeking a full-time teaching position, the school must be SACS accredited. This may be verified by asking the administrator of the school or calling the Office of Clinical Experiences. The school must be within 50 miles of UAB. The student must be hired to teach, full-time, within his/her area of certification every day, all day.
• After the initial Student Teaching Orientation, AMP student teachers can only accept employment if it leads to an Interim Employment Certificate and:
  a. The student teacher is hired to take over his/her cooperating teacher’s current teaching schedule, and the student teacher seeks approval from the Director of Student Teaching; OR
  b. The student teacher is hired to take over a teaching position at the existing internship placement site, the position is a full-time teaching position within the student teacher’s field of certification, and approval has been granted by the Director of Student Teaching

Student Teaching Meetings:

• The Student Teaching Orientation is counted as the first day of the internship – attendance is mandatory. A separate orientation for hired student teachers (i.e., AMP interns hired as full-time teachers) will be held after K-12 school hours.
• An edTPA Academy will be required of all student teachers – attendance is mandatory.
• Several mandatory edTPA student teaching seminars will occur throughout the internship semester.

Condensed edTPA Submission Policy:

• edTPA portfolios will be submitted through the group submission process on the UAB official submission date, as stated on the first day of the internship at the edTPA Academy.
• Official submission to Pearson is not complete until the “Submission Acceptance Email” is sent to the edTPA Coordinator.
• Failure to meet all of the criteria on the “edTPA Submission Policy for UAB” form will result in a final student teaching grade of incomplete, delayed graduation, and edTPA submission during the following semester.
Clarification of Student Teaching Requirements for Undergraduate and Alternative Fifth-Year Students

Background:
Many UAB students are employed by school systems prior to earning full certification. These students either work as paraprofessionals OR are employed through interim certification routes. If you are currently working as a paraprofessional or teaching via an interim employment certificate (IEC), please read the cautionary statements below.

Cautionary Statements:
The Alabama State Department of Education has very specific requirements regarding student teaching. The 2018 Alabama Administrative Code (Teacher Education Chapter, 2018, p. 260) specifically states:

The internships in Class B and Alternative Class A programs shall equal at least a full semester, full-time in the teaching field for which certification is sought and may include more than one classroom or grade level, with experiences of the intern progressing to the full responsibilities of the teacher.

Additionally, student teachers must teach in the field in which certification is sought, literally, from bus duty to bus duty each day during the 15-week internship period, with experiences progressing to (minimally) 20 full days of teaching, including 10 consecutive days of teaching. Student teachers may not teach ANY subject or course that is not directly approved in their area of certification. For example, it is not acceptable for a student teacher seeking certification in Spanish to teach a course in French or English Language Arts. Finally, the student teaching experience MUST occur during 15 weeks of the same semester; in emergency situations (and with program approval) the internship may be completed during 15 weeks spanning two uninterrupted semesters.

If you are currently working as a paraprofessional or teaching aide, you will not be allowed to continue in this position while simultaneously completing your student teaching. In your situation, it is simply impossible for you to assume the full responsibilities of a teacher as required by certification law. In the past, some students have been granted a leave of absence by their school systems during the student teaching semester so that their benefits can be retained. This has worked out well when school systems have agreed to permit a leave of absence. However, please be aware that most students will have to discontinue employment during the student teaching semester.

If you are currently teaching under Interim Employment Certification (IEC), you will need to consult with Ms. Vanessa Vega (vevega@uab.edu; 934-8369) prior to commencing your student teaching internship to make sure that you are teaching only those subjects or content that are covered by the area in which you are seeking certification. For example, if you are pursuing “A” level certification in English Language Arts, Ms. Vega will need to evaluate your teaching schedule to make sure that you are teaching only those courses covered by your area of certification.

Please be aware that you must be teaching full-time in the area in which you are seeking certification during the entire semester you are completing certification. If you are teaching courses/subjects in areas outside of your area of certification, UAB will NOT approve your student teaching experience at the school where you are currently employed because this would be in violation of certification law in Alabama.

As a final note, please understand that the School of Education is clarifying these requirements to protect you from certification complications. The UAB School of Education is committed to assisting you in completing a successful student teaching experience and also, to secure certification as mandated by state law.

I have read this document. My signature means that I understand its contents.

_______________________________  _________________________________
Student’s Name Signature        Student’s Signature

_______________________________
Date of Signature
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Student’s Name                Signature

_______________________________
Date of Signature