



Department of
**SECONDARY
EDUCATION**

Application for Internship Secondary Education

Name: _____ Phone: _____

UVID: _____ Major: _____

School Year: _____

(Note: Please attach this form to your Request to Student Teach)

In the space below write out any unique or special experiences you have had that will help you be a successful intern.

Department of Secondary Education
~ Policy on Internships ~

1. This form is due at the time the Request to Student Teach is submitted. The deadline is the 3rd Friday in September and the 3rd Friday in January. All internship candidates must be found eligible for student teaching.
2. Students may **not** solicit schools and/or principals for possible internship positions. Intern placement and selection will be determined by the partnership district, content area departments, and the Secondary Education Selection and Retention Committee. Interns will be chosen from a pool of acceptable applicants.
3. **Application is not a guarantee of placement.** An internship is not the best option for every student and the School of Education cannot guarantee or predict internship availability.
4. The Department of Secondary Education reserves the right to impose a limit on the number of internships available. The Department also reserves the right to impose additional requirements on any proposal for an internship and to modify this policy at any time.
5. The school at which the intern is placed will name a qualified mentor/teacher who will be responsible for creating a successful environment for the assigned intern.
6. Departments at UVU will evaluate the intern four times during the first semester.
7. If the instance arises that the intern is not performing satisfactorily during the first semester, licensure will be withheld and the student will be required to re-submit a request to student teach and re-register for student teaching (EDSC 4850).
8. If selected as an intern, the student must teach the entire academic year and complete the senior portfolio before graduating from UVU.

I have read and understand the requirements for being an intern in the Secondary Education Program at Utah Valley University. I agree to abide by the policies of the Secondary Education Internship Program and the University while enrolled.

Signature

Printed Name

Date